



Gorman Joint School District

49847 Gorman School Road
P.O. Box 104
Gorman, CA 93243
(661) 248-6441 – FAX (661) 248-0604

BOARD OF TRUSTEES

NOTICE OF REGULAR MEETING

AGENDA

June 16, 2020

Gorman School

Closed Session: 3:00 P.M.

Regular Session: 3:30 P.M.

I. CALL TO ORDER

Salute the flag

Roll Call – Members:

Patricia Edwards, President

Steve Sonder, Clerk

Ryan Ralphs, Member

Roll Call – Administration:

Johannis Andrews, Superintendent/Principal

Jean Cummings, Business Manager/Consultant

Denise Saenz, Accounting/Data Processing Technician

ITEMS FROM THE FLOOR

Please submit a "Request to Speak to the Board of Trustees" for agenda and non-agenda items to the Secretary of the Board prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, no more than twenty (20) minutes on the same subject. This portion of the agenda is for presentations to the Board and not a question and answer period where the Board enters into dialogue. If you have questions for the Board, please provide the Board President with a copy and an administrator will provide answers at a later date.

II. AGENDA

- 1. Approve the Agenda as presented for June 16, 2020.

Moved by _____ Seconded by _____ Vote: yes ___no___

IV. ADJOURN TO CLOSED SESSION

Adjourn to Closed Session at _____ P.M. to discuss personnel, employer/employee relations. (Govt. Code 54957, 54957.6):

- 1. Personnel (Govt. Code 54957)
- 2. Employer/Employee Relations (Govt. code 54957.7)
- 3. Public Employee Discipline/Dismissal/Release/Appointment (Govt. Code 54957)
- 4. Negotiations (Govt. Code 54957.6)
 - a. Gorman Employees Association

Moved by _____ Seconded by _____ Vote: yes ___no___

IV. PUBLIC HEARING

Notice of Public Meeting on the Adoption of the Gorman Joint School District 2020-21 Gorman Joint School District Adopted Multi-year Budget and the 2019-20 Estimated Actuals.

A. The Governing Board of the Gorman Joint School District will hold a Public Meeting on the Adoption of the 2020-21 Adopted Multi-year Budget and the 2019-20 Estimated Actuals.

Hearing opened at _____ P.M. Hearing Closed at _____ P.M.

B. Approve the Adoption of the Gorman Joint School District 2020-21 Adopted Multi-year Budget and the 2019-20 Estimated Actual.

Moved by _____ Seconded by _____ Vote: yes ___no___

V. RECONVENED TO REGULAR SESSION

Reconvened to Regular Session at _____ P.M.

Moved by _____ Seconded by _____ Vote: yes ___no___

ACTION FROM CLOSED SESSION (IF ANY)

VI. PRESENTATIONS/INFORMATION/DISCUSSION

- A. Presentation
- B. Information
 - 1. Superintendent/Principal's Report
 - 2. Trial Balance by Fund Report
 - 4. Gorman Learning Charter Network Board of Directors Regular Session Minutes and Regular Session Minutes dated May 14, 2020
 - 4. Gorman Learning Charter Network Board of Directors Special Session Minutes dated May 18, 2020
 - 5. Gorman Learning Charter Network Regular Session Agenda and Minutes dated June 11, 2020
- C. Comments
 - 1. Board
 - 2. Staff
 - 3. Public-Items from the floor.

VII. ACTION ITEMS

A. Administrative and Business Office Items:

- 1. Approve the Minutes of the Regular Meeting of May 12, 2020.

Moved by _____ Seconded by _____ Vote: yes ___ no ___

- 2. Approve Purchase Orders #19-20-307 through 19-20-329 of which \$33,354.21 was paid from the General Fund and \$2,395.00 from other funds.

Moved by _____ Seconded by _____ Vote: yes ___ no ___

- 3. Approve Commercial Warrant Register in the amount of \$75,407.00 from Fund 01.0, \$4,257.55 from Fund 13.0, and \$2,400.00 from Fund 76.0.

Moved by _____ Seconded by _____ Vote: yes ___ no ___

- 4. Approve the COVID-19 Operations Written Report.

Moved by _____ Seconded by _____ Vote: yes ___ no ___

- 5. Approve the Education Protection Account - Prop 30 - Spending Plan for 2019-20.

Moved by _____ Seconded by _____ Vote: yes ___ no ___

6. Approve transfer of \$30,000 from the General Fund (01.0) to the Cafeteria Fund (13.0) for the 2019-20 school year.

Moved by _____ Seconded by _____ Vote: yes ___no___

7. Approve transfer of \$30,000 from the Deferred Maintenance Fund (14.0) to the General Fund (01.0) for the 2019-20 school year.

Moved by _____ Seconded by _____ Vote: yes ___no___

8. Approve Aeries ASP Hosting Services Subscription and Aeries ASP Subscription-Additional/Prior Years Databases and Aeries Communications for 7/1/20-6/30/21 in the amount of \$6,800.00.

Moved by _____ Seconded by _____ Vote: yes ___no___

9. Approve Multiple Measures Ready Reports Premium Edition Subscription for the 2020-21 school year in the amount of \$1,500.00.

Moved by _____ Seconded by _____ Vote: yes ___no___

10. Approve Software Support and eZcat Support with Book Systems, Inc. for fiscal year July 1, 2020-June 30, 2021, in the amount of \$255.00.

Moved by _____ Seconded by _____ Vote: yes ___no___

11. Approve AV SELPA Local Plan.

Moved by _____ Seconded by _____ Vote: yes ___no___

12. Approve Resolution #18-19-20 to Order Biennial Governing Board Election

Moved by _____ Seconded by _____ Vote: yes ___no___

13. Approve Annual Recurring Hosting and Maintenance Fee for Website Development, Hosting and Licensing Agreement From Interactive Educational Services, Inc. in the amount of \$750.00

Moved by _____ Seconded by _____ Vote: yes ___no___

14. Approve resolution #20-19-20 To Identify the Amount of Budget Reductions Needed In 2020-21, 2021-22 And 2022-23 And To Require That A List Of Budget Reductions For 2020-21, 2021-22 And 2022-23 Be Included In The 2020-21 First Interim Report.

Moved by _____ Seconded by _____ Vote: yes ___no___

B. Personnel:

1. Approve Resolution #19-20-19 Board Absence of Steve Sonder on May 12, 2020.

Moved by _____ Seconded by _____ Vote: yes ___no___

C. Board Policy

D. Presentation:

VIII. ADVANCE PLANNING

The next regular meeting of the Board of Trustees will be held Tuesday, July 14, 2020 at 3:00 P.M. closed session and 3:30 P.M. regular session.

Items for next meeting

1. _____ 2. _____

IX. ADJOURNMENT

Approve adjournment at _____ P.M.

Moved by _____ Seconded by _____ Vote: yes ___no___



Patricia Edwards, President
Steve Sonder, Clerk
Ryan Ralphs, Member

Gorman Joint School District
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Johannis L. Andrews II
Superintendent/Principal

Superintendent's Report June 2020

Enrollment 55 students

- The total enrollment for Gorman Elementary School (K-8th) for June is at 55 students.

Student's education and well-being continue to be Gorman's top priority. Although our plan is adaptable, we are planning to reopen Gorman Elementary on August 12, 2020 as normal in the fall for students and staff who can safely return. Below is an out of our adaptable plan that will enable us to respond to health scenarios without compromising the education of our students. Please be mindful that there are more than two months before school is scheduled to reopen on August 12, 202. So much can change in that time, and we are hopeful the changes will only improve our opportunities to return to school as normal. I am waiting for the Los Angeles county Public Health Department recommendation for the reopening of Gorman.

We are planning the reopening of Gorman School where students attend school utilizing a 50% attendance model with Blended In-person and Remote Learning in place due to the distancing requirements from the Los Angeles County Health Department recommendations.

Return to School

- Students assigned to a teacher as normal.
- Classes divided into Cohort A and B.
- Cohorts attend in-class and at home instruction on alternating days.
- Cohorts not in the class are provided distance learning activities that can be completed independently and monitored by the classrooms teacher.
- Breaks/recesses and lunch staggered as much as practicable to allow students to eat safety outdoors or in small groups with appropriate social distancing.
- Classrooms and out play equipment cleaned each day.

State Budget

On June 3, 2020, the Senate and Assembly reached an agreement on the 2020-2021 State budget to close the projected budget shortfall of \$54 billion by anticipating \$14 billion in additional federal fund support with triggered reductions in the event funds do not materialize, and utilizing \$11.8 billion in state reserves.

The plan rejects the Governor's may Revise proposals to reduce Proposition 98 by \$8.1 billion, which consists of the 10 percent reeducation to the Local Control Funding Formula (LCFF), loss of cost of living adjustments, reductions to the state preschool reimbursement rates, and reeducations of \$352 million to various categorical programs.

The announcement was made by Senate President Pro Tem Toni G. Atkins (D-San Diego), Assembly Speaker Anthony Rendon (D-Lakewood) and Budget Committee Chairs Senator Holly J. Mitchell (D-Los Angeles) and Assembly member Phil Ting (D- San Francisco).

The legislature's version of the budget contains the following major changes to the Governor's May Revision regarding education:

- Rejects \$8.1 billion of proposed cuts to Proposition 98 funding that were contained in the trigger proposal. This includes rejecting cuts to:
 - K-12 Local Control Funding Formula
 - K-12 categorical programs, including the After School Education Safety and Career Technical Education programs
 - State Preschool and Child Care reimbursement rates
 - Community colleges, including Career Technical Education
- Includes no Proposition 98 cuts in the legislature's trigger solution plan. Instead, if federal funds do not provide \$5.3 billion in school and community college funding it will be converted to a deferral, which preserves programmatic funding.
- Provides an Average Daily Attendance "hold harmless" for Local Educational Agencies in the 2020-21 fiscal year and requires distance learning in the event of school closures.
- Amends the Governor's Special Education proposal to provide \$545 million to increase base rates and \$100 million for the low-incidence disabilities cost pool.
- Rejects a total of \$770 million of proposed cuts to the University of California (\$370 million) and the California State University (\$400 million); however, these reductions will take effect under the trigger plan.
- Rejects the \$27.5 million proposed cut to the UC Merced-UCSF Fresno Partnership Branch Medical School and the UC Riverside School of Medicine

Governor Gavin Newsom's April 22, 2020, Executive Order N-56-20 (Executive Order) waives the requirement that the governing board of a school district adopt a 2020-21 Local Control Accountability Plan (LCAP) prior to adopting the 2020 budget, and postpones the deadline for adoption of the LCAP and the associated Budget Overview for Parents from July 1, 2020, to December 15, 2020. Consequently, for the 2020-21 budget, school districts are not required to hold two separate meetings, i.e., one for a public hearing on the budget, and a subsequent one to adopt the budget. School districts have, at their discretion, the options of holding one meeting that encompasses both the public hearing and adoption of the budget, or continuing with past practice of holding two separate meetings, one for public hearing and one for budget adoption. In addition, Governor Newsom's Executive Order requires that school districts complete the Covid-19 Operations Written Report and adopt it with the school districts' 2020-21 budget. Included in this Board Packet is the Covid-19 Operations Written Report.

The May Revision of the State's Proposed Budget, released in mid-May, and should be used as the primary source document in forming critical budget assumptions for the development of districts' budgets. Therefore, it is strongly encourage districts to prepare their budget and hold their public hearing after the release of the May Revision.

COVID-19 Operations Written Report Overview Executive Order (EO) N-56-20 was established on April 22, 2020, to address the impact of continued school closures in response to the COVID-19 pandemic and the local educational agencies' ability to conduct meaningful annual planning, and the ability to meaningfully engage stakeholders in these processes. EO N-56-20 issued timeline and approval waivers for the Local Control and Accountability Plan and Budget Overview for Parents as well as waving certain budgetary requirements. The Executive Order also established the requirement that a local educational agency (LEA) adopt a written report (COVID-19 Operations Written Report) explaining to its community the changes to program offerings the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of such closures on students and families. Guidance for Completing the COVID-19 Operations Written Report the COVID-19 Operations Written Report must include:

- An overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.
- A description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.
- A description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.
- A description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.
- A description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours the descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes the LEA has put in place.

LEAs are strongly encouraged to provide descriptions that do not exceed 300 words. Requirements for the COVID-19 Operations Written Report the COVID-19 Operations Written Report must be adopted by the local governing board or body in conjunction with the adopted annual budget by July 1, 2020. While the COVID-19 Operations Written Report does not need to be approved by the county superintendent of schools or the Superintendent of Public Instruction, the Written Report must be submitted in conjunction with the submission of the adopted annual budget. Once adopted, the COVID-19 Operations Written Report must be posted on the homepage of the LEA's website, if such a website exists. LEAs are not required to use the COVID-19 Operations Written Report template developed by the California Department of Education. The template was developed as an optional tool for LEAs to meet the COVID-19 Operations Written Report requirements established by EO N-56- 20.

For the budget adopted by a county board of education on or before July 1, 2020, the requirements that a county board of education adopt a LCAP prior to adopting a budget and that the budget include the expenditures identified in the LCAP pursuant to Education Code section 1622(a); that the Superintendent of Public Instruction disapprove the budget if the county board of education has not adopted a LCAP or if the budget does not include the expenditures necessary to implement the LCAP pursuant to Education Code section 1622(b)(2); and that the Superintendent of Public Instruction disapprove a revised budget by November 8, 2020 if the Superintendent of Public Instruction determines the budget does not include the expenditures necessary to implement the LCAP pursuant to Education Code section 1622(d), are waived.

Human Resources

Curriculum and Instruction

Professional Development

- Distance learning training for teachers.

Facilities

Return to School Procedures

Establish and maintain communication with local and state Los Angeles County Public Health officials

- Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible)
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols
- Establish a protocol for students/staff who feel ill/experience symptoms when they come to school (see When a Child, Staff Member, or Visitor Becomes Sick at School)
- Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness (see Protecting Vulnerable Populations for considerations)

District/School Considerations:

- Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings
- Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols
- Clean/disinfect frequently touched surfaces at least daily and shared objects after each use
- Allow students and staff to bring hand sanitizer and face masks/coverings to use from home
- Allow staff to wear face masks/covering, and other appropriate PPE as desired
- Take steps to ensure all water systems and features are safe
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff
- Conduct deep cleaning of schools prior to students/staff returning; schedule periodic cleanings during weekends or school holidays/breaks (to the extent practicable)

District/School Considerations:

Implement standard operating procedures while taking preventative measures such as:

- ✓ Provide hand sanitizer for students and staff
- ✓ Limit unnecessary congregations of students and staff o Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols
- ✓ Establish a protocol for students/staff who feel ill/experience symptoms when they come to school (see When a Child, Staff Member, or Visitor Becomes Sick at School)
- ✓ Establish a protocol for visitors: calling front office before entering, screening visitors, requesting use of face coverings/masks, etc.
- ✓ Allowing students and staff to wear face masks/coverings

Maintenance 2019-2020:

- Repaving the worn out lower playground area is needed. The asphalt is cracked, leaving the area uneven and unsafe.
- Replacement/fix deteriorating pipes in staff restrooms.
- Replacement of kitchen drainage line to sewer connection. **Completed January 2020**
- Pest control on the upper field some has been fixed somewhat with neighboring cats.
- Ramps repair in front of classrooms. **Completed February 2020**
- Painting of the main building.
- Repair and painting of the rental property. **Completed April 2020**
- Roof repair and replacement in the main building- **Priority**

Budget

LCAP- Given the uncertainties caused by the COVID-19 pandemic and the impact California's response has had on a local educational agency's (LEA's) ability to meaningfully engage with stakeholders, Executive Order N-56-20 was established. This Executive Order extended the deadline for adoption of the 2020–21 LCAP from July 1, 2020, to December 15, 2020.

The December 15th due date is consistent with an LEA's requirement to complete a first interim budget report.

- School districts and county offices of education must complete first interim reports on or before December 15 of each year.
- A charter school is required to submit a first interim budget report to its chartering authority and the county office of education on or before December 15 of each year.
- By completing the 2020–21 LCAP in conjunction with the first interim budget report for fiscal year 2020–21, LEAs will have an opportunity to develop the LCAP in alignment with a more informed understanding of the 2020–21 school year budget.

COVID 19- Operation Report

Executive Order N-56-20 requires that all LEAs complete a written report to explain the changes to program offerings that the LEA has made in response to school closures to address the

COVID-19 emergency, the major impacts of such closures on students and families, and a description of how the LEA is meeting the needs of its unduplicated students.

The California Department of Education (CDE) is currently developing a COVID-19 Written Report form that may be used for this purpose.

An LEA's local governing board or body approves the COVID-19 Operations Written Report, on or before July 1, 2020, in conjunction with the adoption of its budget.

While the COVID-19 Operations Written Report does not need to be approved by the county superintendent of schools or the Superintendent of Public Instruction, the Written Report must be submitted in conjunction with the submission of the adopted annual budget.

Once adopted by the local governing board or body, the COVID-19 Operations Written Report must be prominently posted on the homepage of the LEA's website.

Events

1. School Closure for the remainder of the school year. Our decision aligns with the recommendation from Los Angeles County Superintendent of Schools, Debra Duardo, that school will be closed for the rest of the academic year.
2. Graduation plans will be made once the shelter in place order is lifted.
- 3.

Report ID: FIN-GL-0003

Run Date: 6/6/20

Run Time: 1:47:02 PM

Trial Balance by Fund and Object (ALL)

Fiscal Year : 2020 To Record Date : 5/31/2020

District/Agency : 64584 - Gorman Joint School District

Fund/Sub-Fund : 01.0 - General Fund/County School Service Fund

Object	Object Description	Debit	Credit
1100	Teachers' Salaries	16,250.00	0.00
1110	Teachers' Salaries-Full-Time	156,449.71	0.00
1160	Teachers' Salaries-Substitute	42,427.50	0.00
1300	Cert Supervisors & Admin Sal	57,200.00	0.00
1310	Cert Supervisor & Admin Sal-FT	96,480.25	0.00
Totals for Major Object : 1000		368,807.46	0.00

Object	Object Description	Debit	Credit
2130	Instruct Aide Sal-Hourly/Daily	38,607.10	0.00
2200	Classif Support Sal	5,104.51	0.00
2210	Classif Support Sal-Full-Time	18,252.50	0.00
2410	Cler Tech Office Staff Sal-FT	51,727.71	0.00
2460	Cler Tech Off Staff Sal-Sub	16,670.93	0.00
2990	TBD	21,460.00	0.00
Totals for Major Object : 2000		151,822.75	0.00

Object	Object Description	Debit	Credit
3111	STRS, Certificated Positions	56,312.81	0.00
3311	OASDI, Certificated Positions	477.40	0.00
3312	OASDI, Classified Positions	7,623.50	0.00
3331	Medicare, Cert Positions	5,347.72	0.00
3332	Medicare, Class Positions	2,201.37	0.00
3411	Hlth & Wlfr Benefits, Cert	35,354.64	0.00
3412	Hlth & Wlfr Benefits, Class	54,259.37	0.00
3511	State Unemploy Insur, Cert Pos	184.41	0.00
3512	State Unemploy Insur, Clas Pos	69.68	0.00
3611	Worker Comp Insur, Cert Pos	7,738.71	0.00
3612	Worker Comp Insur, Class Pos	3,416.07	0.00
Totals for Major Object : 3000		172,985.68	0.00

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Trial Balance by Fund and Object (ALL)

Fiscal Year : 2020 To Record Date : 5/31/2020

District/Agency : 64584 - Gorman Joint School District

Fund/Sub-Fund : 01.0 - General Fund/County School Service Fund

Object	Object Description	Debit	Credit
4110	Textbooks	18,436.62	0.00
4210	Books & Oth Reference Material	1,614.70	0.00
4310	Materials and Supplies	11,550.98	0.00
4340	Computer Software & Relat Exp	12,876.80	0.00
4350	Office Supplies - Admin	1,108.94	0.00
4360	Tires, Fuel and Oil	2,740.29	0.00
4370	Custodial/Operation Supplies	910.70	0.00
4380	Maintenance Supplies	1,216.85	0.00
4400	Noncapitalized Equipment	2,738.23	0.00
4700	Food	391.49	0.00
Totals for Major Object : 4000		53,585.60	0.00

Object	Object Description	Debit	Credit
5210	Mileage & Car Allowances	1,739.35	0.00
5220	Travel and Conferences	8,971.72	0.00
5310	Dues and Memberships	6,811.00	0.00
5410	Insurance	10,105.00	0.00
5510	ELECTRICITY	10,396.79	0.00
5520	Natural Gas Services	5,188.64	0.00
5530	Water	548.49	0.00
5560	Waste Disposal	2,077.92	0.00
5565	Waste Disposal - Other	10,323.28	0.00
5610	Rentals, Leases and Repairs	3,674.75	0.00
5630	Repairs	16,594.61	0.00
5800	Oth Contracted Services	60,458.11	0.00
5803	Late Int Chrgs/Penalties	402.53	0.00
5812	Contract Svc (2) - TBA	64,378.90	0.00
5820	Legal, Audit, & Election Costs	19,127.09	0.00
5830	Advertisement	690.69	0.00
5840	Computer/Technlgy Related Serv	6,747.25	0.00
5850	Conslt/Ind Contractors(NonEmp)	48,017.00	0.00
5860	Fingrprt,Phys, XRY&Oth Emp Cst	306.00	0.00
5880	Other Charges/Fees	566.56	0.00
5890	Other Services	496.00	0.00
5910	Communications	2,860.18	0.00
5940	Communication -Postage	938.10	0.00
Totals for Major Object : 5000		281,419.96	0.00

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Trial Balance by Fund and Object (ALL)

Fiscal Year : 2020 To Record Date : 5/31/2020

District/Agency : 64584 - Gorman Joint School District

Fund/Sub-Fund : 01.0 - General Fund/County School Service Fund

Object	Object Description	Debit	Credit
6250	Building Construction/Improv	19,619.41	0.00
6400	Equipment	8,854.23	0.00
6510	Equipment Replacement	12,500.64	0.00
Totals for Major Object : 6000		40,974.28	0.00

Object	Object Description	Debit	Credit
8011	Rev Limit State Aid-CYr	0.00	589,651.00
8012	Education Protection Account E	0.00	105,432.00
8019	Rev Lmt State Aid-Prior Yr	3,224.00	0.00
8021	Home Owners Exemption	0.00	241.90
8029	Othr Subvntns/In-Lieu of Taxes	0.00	85.41
8041	Secured Tax Rolls	0.00	73,360.92
8042	Unsecured Roll Taxes	0.00	3,780.35
8043	Prior Year's Taxes	0.00	3,329.02
8044	Supplemental Taxes	0.00	116,254.59
8045	Edu RevAugmntn Fnd	0.00	13,844.74
8047	Commty Rdvlpmnt Funds	0.00	2,320.62
8048	Pnlts & Intrst from Dqnt Tax	0.00	2,144.00
8084	Community Redevelopment Funds	0.00	510.50
8085	RDA Asset Liquidation	0.00	908.32
8181	Spec Ed Entlmnt per UDC	0.00	15,570.00
8290	All Other Federal Revenues	0.00	2,718.00
8550	Manated Cost Reimbursements	0.00	2,390.00
8560	State Lottery	0.00	11,954.93
8590	All Other State Revenues	0.00	4,531.00
8625	Community Redevelop Funds	0.00	3,325.18
8650	Leases and Rentals	0.00	4,100.00
8660	Interest	0.00	30,590.68
8699	All Other Local Revenues	0.00	1,884.04
8791	Tfrs of Apptmnts fm Dstrcts	0.00	18,794.00
Totals for Major Object : 8000		3,224.00	1,007,721.20

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Trial Balance by Fund and Object (ALL)

Fiscal Year : 2020 To Record Date : 5/31/2020

District/Agency : 64584 - Gorman Joint School District

Fund/Sub-Fund : 01.0 - General Fund/County School Service Fund

Net Increase (Decrease) to Fund Balance :

(65,098.53)

Object	Object Description	Debit	Credit
9110	Cash In County Treasury	2,258,549.54	0.00
9130	Revolving Cash Account	2,000.00	0.00
9200	Accounts Receivable System Default- K12	245,982.65	0.00
9330	Prepaid Expenditures	550.00	0.00
9519	Accounts Payable System Default	0.00	0.00
9520	Accounts Payable Manual Accrual	0.00	297,586.47
9521	Accrued Salaries and Wages Payable	0.00	5,810.30
9522	State Check Liability	0.00	803.51
9525	Fringe Benefits - CALSTRS	0.00	10,813.82
9526	Fringe Benefits - CALPERS	0.00	834.97
9528	Fringe Benefits - OASDI	0.00	3,495.61
9529	Fringe Benefits - Medicare	0.00	3,689.26
9531	Fringe Benefits - SUI	1,175.07	0.00
9532	Fringe Benefits - W/C	0.00	25,824.30
9650	Unearned Revenue	0.00	169,424.03
9791	Beginning Fund Balance	0.00	2,051,528.27
9910	Suspense Clearing	0.00	3,545.25
(9791) Beginning Fund/Sub-Fund Balance :		0.00	2,051,528.27
ENDING Fund/Sub-Fund Balance :			1,986,429.74
Totals for Fund/Sub-Fund : 01.0 - General Fund/County School Service Fund		3,581,076.99	3,581,076.99

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Trial Balance by Fund and Object (ALL)

Fiscal Year : 2020 To Record Date : 5/31/2020

District/Agency : 64584 - Gorman Joint School District

Fund/Sub-Fund : 13.0 - Cafeteria Special Revenue Fund

Object	Object Description	Debit	Credit
2230	Classif Support Sal-Hrly/Daily	14,129.36	0.00
Totals for Major Object : 2000		14,129.36	0.00

Object	Object Description	Debit	Credit
3312	OASDI, Classified Positions	876.04	0.00
3332	Medicare, Class Positions	204.92	0.00
3412	Hlth & Wifr Benefits, Class	3,482.14	0.00
3512	State Unemploy Insur, Clas Pos	7.07	0.00
3612	Worker Comp Insur, Class Pos	317.92	0.00
Totals for Major Object : 3000		4,888.09	0.00

Object	Object Description	Debit	Credit
4310	Materials and Supplies	28.31	0.00
4710	Food	33,319.00	0.00
4790	Food Supplies	133.05	0.00
Totals for Major Object : 4000		33,480.36	0.00

Object	Object Description	Debit	Credit
5220	Travel and Conferences	424.00	0.00
5880	Other Charges/Fees	197.00	0.00
Totals for Major Object : 5000		621.00	0.00

Object	Object Description	Debit	Credit
8220	Child Ntrn Pgrms, Federal	0.00	12,620.80
8520	Child Nutrition Pgrms, State	0.00	1,410.39
8634	Food Service Sales	0.00	616.50
Totals for Major Object : 8000		0.00	14,647.69

Report ID: FIN-GL-0003

Run Date: 6/6/20

Run Time: 1:47:02 PM

Trial Balance by Fund and Object (ALL)

Fiscal Year : 2020 To Record Date : 5/31/2020

District/Agency : 64584 - Gorman Joint School District

Fund/Sub-Fund : 13.0 - Cafeteria Special Revenue Fund

Net Increase (Decrease) to Fund Balance :

(38,471.12)

Object	Object Description	Debit	Credit
9110	Cash In County Treasury	0.00	34,584.31
9200	Accounts Receivable System Default- K12	2,729.29	0.00
9519	Accounts Payable System Default	0.00	0.00
9521	Accrued Salaries and Wages Payable	0.02	0.00
9526	Fringe Benefits - CALPERS	34.66	0.00
9528	Fringe Benefits - OASDI	0.00	2,887.39
9529	Fringe Benefits - Medicare	0.00	113.99
9531	Fringe Benefits - SUI	0.00	137.74
9532	Fringe Benefits - W/C	0.00	2,131.49
9791	Beginning Fund Balance	0.00	1,380.17
(9791) Beginning Fund/Sub-Fund Balance :		0.00	1,380.17
ENDING Fund/Sub-Fund Balance :			-37,090.95
Totals for Fund/Sub-Fund : 13.0 - Cafeteria Special Revenue Fund		55,882.78	55,882.78

Report ID: FIN-GL-0003

Run Date: 6/6/20

Run Time: 1:47:02 PM

Trial Balance by Fund and Object (ALL)

Fiscal Year : 2020 To Record Date : 5/31/2020

District/Agency : 64584 - Gorman Joint School District

Fund/Sub-Fund : 14.0 - Deferred Maintenance Fund

Object	Object Description	Debit	Credit
5630	Repairs	3,700.30	0.00
Totals for Major Object : 5000		3,700.30	0.00

Object	Object Description	Debit	Credit
6250	Building Construction/Improv	14,460.24	0.00
Totals for Major Object : 6000		14,460.24	0.00

Object	Object Description	Debit	Credit
8660	Interest	0.00	1,894.09
Totals for Major Object : 8000		0.00	1,894.09

Net Increase (Decrease) to Fund Balance : (16,266.45)

Object	Object Description	Debit	Credit
9110	Cash In County Treasury	126,930.99	0.00
9200	Accounts Receivable System Default- K12	403.12	0.00
9791	Beginning Fund Balance	0.00	143,600.56
(9791) Beginning Fund/Sub-Fund Balance :		0.00	143,600.56

ENDING Fund/Sub-Fund Balance : 127,334.11

Totals for Fund/Sub-Fund : 14.0 - Deferred Maintenance Fund 145,494.65 145,494.65

Report ID: FIN-GL-0003

Run Date: 6/6/20

Run Time: 1:47:02 PM

Trial Balance by Fund and Object (ALL)

Fiscal Year : 2020 To Record Date : 5/31/2020

District/Agency : 64584 - Gorman Joint School District

Fund/Sub-Fund : 21.0 - Building Fund

Object	Object Description	Debit	Credit
8660	Interest	0.00	940.79
Totals for Major Object : 8000		0.00	940.79
Net Increase (Decrease) to Fund Balance :			940.79
Object	Object Description	Debit	Credit
9110	Cash In County Treasury	66,020.51	0.00
9200	Accounts Receivable System Default- K12	207.95	0.00
9791	Beginning Fund Balance	0.00	65,287.67
(9791) Beginning Fund/Sub-Fund Balance :		0.00	65,287.67
ENDING Fund/Sub-Fund Balance :			66,228.46
Totals for Fund/Sub-Fund : 21.0 - Building Fund		66,228.46	66,228.46

Report ID: FIN-GL-0003

Run Date: 6/6/20

Run Time: 1:47:02 PM

Trial Balance by Fund and Object (ALL)

Fiscal Year : 2020 To Record Date : 5/31/2020

District/Agency : 64584 - Gorman Joint School District

Fund/Sub-Fund : 25.0 - Capital Facilities Fund

Object	Object Description	Debit	Credit
8660	Interest	0.00	664.38
Totals for Major Object : 8000		0.00	664.38
Net Increase (Decrease) to Fund Balance :			664.38
Object	Object Description	Debit	Credit
9110	Cash In County Treasury	46,622.60	0.00
9200	Accounts Receivable System Default- K12	146.79	0.00
9791	Beginning Fund Balance	0.00	46,105.01
(9791) Beginning Fund/Sub-Fund Balance :		0.00	46,105.01
ENDING Fund/Sub-Fund Balance :			46,769.39
Totals for Fund/Sub-Fund : 25.0 - Capital Facilities Fund		46,769.39	46,769.39

Report ID: FIN-GL-0003

Run Date: 6/6/20

Run Time: 1:47:02 PM

Trial Balance by Fund and Object (ALL)

Fiscal Year : 2020 To Record Date : 5/31/2020

District/Agency : 64584 - Gorman Joint School District

Fund/Sub-Fund : 30.0 - State School Building Lease-Purchase Fund

Object	Object Description	Debit	Credit
6510	Equipment Replacement	65,055.09	0.00
Totals for Major Object : 6000		65,055.09	0.00

Object	Object Description	Debit	Credit
8660	Interest	0.00	596.22
Totals for Major Object : 8000		0.00	596.22

Net Increase (Decrease) to Fund Balance : **(64,458.87)**

Object	Object Description	Debit	Credit
9110	Cash In County Treasury	3,123.78	0.00
9200	Accounts Receivable System Default- K12	49.65	0.00
9791	Beginning Fund Balance	0.00	67,632.30
(9791) Beginning Fund/Sub-Fund Balance :		0.00	67,632.30
ENDING Fund/Sub-Fund Balance :			3,173.43
Totals for Fund/Sub-Fund : 30.0 - State School Building Lease-Purchase Fund		68,228.52	68,228.52

Report ID: FIN-GL-0003

Run Date: 6/6/20

Run Time: 1:47:02 PM

Trial Balance by Fund and Object (ALL)

Fiscal Year : 2020 To Record Date : 5/31/2020

District/Agency : 64584 - Gorman Joint School District

Fund/Sub-Fund : 35.0 - County School Facilities Fund

Object	Object Description	Debit	Credit
8660	Interest	0.00	181.50
Totals for Major Object : 8000		0.00	181.50
Net Increase (Decrease) to Fund Balance :			181.50
Object	Object Description	Debit	Credit
9110	Cash in County Treasury	12,736.63	0.00
9200	Accounts Receivable System Default- K12	39.69	0.00
9519	Accounts Payable System Default	0.00	0.12
9791	Beginning Fund Balance	0.00	12,594.70
(9791) Beginning Fund/Sub-Fund Balance :		0.00	12,594.70
ENDING Fund/Sub-Fund Balance :			12,776.2
Totals for Fund/Sub-Fund : 35.0 - County School Facilities Fund		12,776.32	12,776.32

Report ID: FIN-GL-0003

Run Date: 6/6/20

Run Time: 1:47:02 PM

Trial Balance by Fund and Object (ALL)

Fiscal Year : 2020 To Record Date : 5/31/2020

District/Agency : 64584 - Gorman Joint School District

Fund/Sub-Fund : 76.0 - Warrant/Pass-Through Fund

Net Increase (Decrease) to Fund Balance :

Object	Object Description	Debit	Credit
9110	Cash In County Treasury	0.00	71,281.61
9200	Accounts Receivable System Default- K12	0.00	16,185.64
9506	State Disability Insurance	21.23	0.00
9507	Medicare Contributions	0.00	29,294.82
9508	Advanced Earned Income Credit	55.00	0.00
9511	Federal Tax Withholding	126,948.45	0.00
9512	State Tax Withholding	10,480.20	0.00
9513	OASDI Liability	0.00	23,016.22
9514	CALSTRS Liability	0.00	2,042.71
9515	CALPERS Liability	3.41	0.00
9517	Other Voluntary Deductions	4,853.43	0.00
9518	Tax Shelter Annuity	0.00	2,600.00
9519	Accounts Payable System Default	0.00	469.12
9527	Fringe Benefits - EPRS	0.00	1,651.50
9528	Fringe Benefits - OASDI	243.53	0.00
9529	Fringe Benefits - Medicare	60.57	0.00
9531	Fringe Benefits - SUI	3,875.80	0.00
(9791) Beginning Fund/Sub-Fund Balance :		0.00	0.00
ENDING Fund/Sub-Fund Balance :			
Totals for Fund/Sub-Fund : 76.0 - Warrant/Pass-Through Fund		146,541.62	146,541.62
Totals for District/Agency : 64584 - Gorman Joint School District		4,122,998.73	6,511,127.41

Gorman Learning Charter Network

Bringing Academic Excellence Home

REGULAR SESSION OF THE BOARD OF DIRECTORS MINUTES

DATE: May 14, 2020

MEETING PLACE: **ONLINE:**

View the Meeting via Live Stream:

<https://www.youtube.com/channel/UCsOrDGDdyPd5fcQkGJgo1ZQ>

FOR PUBLIC COMMENT: **To Participate in Public Comment, please follow the link below before 4:00 pm on date of meeting. Instructions will be sent to you upon completion of this form.**

<https://forms.gle/49mrNNB8T6BHJEsr6>

TIME: 4:00 p.m.

Items on the agenda may not be addressed in the order they are agendized. The Board of Directors may alter the order at their discretion

Accommodation can be made to persons with disabilities. If you require accommodation to participate in the meeting you must notify the office of the Executive Director at least 72 hours prior to the meeting.

OPEN SESSION: PUBLIC MEETING

1. CALL TO ORDER 4:00 PM

2. BOARD OF DIRECTORS ROLL CALL

Jana Perea	President (Present)
Joshua Stegner	Vice President and Treasurer (Present)
Dori Burnett	Secretary (Present)
Carlos Bravo	(Present)
Jennifer Ferguson	(Present)
Tiffany Gray	(Present)
Joe Andrews	District Representative (Present)

3. ROLL CALL ADMINISTRATION

Denice Burchett	Executive Director (Present)
Truth Z. Ncube	Chief Business Officer (Present)
Craig Wilson	Attorney (Present)

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF THE AGENDA

Motion to approve the Agenda.

Moved by: Tiffany Gray

Second by: Jennifer Ferguson

Motion Carried: 7-0

Roll Call

Jana Perea - Aye

Joshua Stegner - Aye

Dori Burnett - Aye

Carlos Bravo - Aye

Jennifer Ferguson - Aye

Tiffany Gray – Aye

Joe Andrews – Aye

6. APPROVAL OF THE MINUTES

- a. Approval of the minutes from the regular session meeting of April 23rd, 2020 and April 30th, 2020, and the special session minutes of April 27th, 2020.

Motion to approve the minutes from the regular session meeting of April 23rd, 2020 and April 30th, 2020, and the special session minutes of April 27th, 2020.

Moved by: Joshua Stegner

Second by: Jennifer Ferguson

Motion Carried: 7-0

Roll Call

Jana Perea - Aye

Joshua Stegner - Aye

Dori Burnett - Aye

Carlos Bravo - Aye

Jennifer Ferguson - Aye

Tiffany Gray – Aye

Joe Andrews – Aye

7. COMMUNICATION FROM THE PUBLIC

This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Board of Directors regarding matters on or not on the Agenda but within the Board of Directors subject matter jurisdiction. The Board of Directors is not allowed to take action on any item that is not on the Agenda, except as authorized by Government Code Section 54954.2. Presentations are limited to 3 minutes. The total time allotted for public comment is 45 minutes. If you wish to speak please complete a Communication from the Public form online and provide it electronically to the Board Secretary before the meeting.

None

8. COMMENTS FROM BOARD MEMBERS CONCERNING ITEMS NOT ON THE AGENDA

None

9. CONSENT AGENDA

Items on the Consent Agenda are considered routine and/or are deemed to be consistent with the item adopted Committee Policies and carry the recommendation of the Administration. The Consent Agenda may be enacted by one motion with a Roll Call vote. There will be no separate discussion of the items unless a board member so requests, in which case the designated item(s) will be considered following approval of the remaining items.

- a. **Human Resources HR Action Report**
- b. **Business Services Division Check Register**
- c. **Business Services Division Payroll Expenditures**
- d. **Division Purchase Order Listings**
- e. **Business Services Division Credit Card Register**
- f. **Enrollment Numbers**

Motion to approve the consent agenda.

Moved by: Jennifer Ferguson

Second by: Carlos Bravo

Motion Carried: 7-0

Roll Call

Jana Perea - Aye

Joshua Stegner - Aye

Dori Burnett - Aye

Carlos Bravo - Aye

Jennifer Ferguson - Aye

Tiffany Gray - Aye

Joe Andrews - Aye

10. REPORT & COMMUNICATION TO THE BOARD OF DIRECTORS

a. **Executive Director – Denice Burchett**

Denice Burchett said the office is busy cleaning up documents and making changes to adapt to everything going on. Denice said the physical resource centers are working on plans to comply with regulations and guidelines so they can re-open next school year. Denice said Gorman Learning Center San Bernardino/Santa Clarita would be having a virtual authorizer visit with Lucerne next Tuesday.

b. **Chief Business Officer – Truth Z. Ncube**

Truth Z. Ncube said everyone is already working on the budget for 2020-2021. Truth said, as of now, this is what we are expecting to hear at the May Revise next week: the governor is proposing a 10% decrease in funding (unless the federal government steps in), STRS and PERS are decreasing the employer required contributions, schools should expect money to be deferred for certain areas, SpED may be seeing an increase to funding, and some Federal Programs are being cut off, (however, this shouldn't affect Gorman as the programs being cut are not currently part of our schools).

11. INFORMATION/DISCUSSION/ACTION AGENDA

a. **Review, Discussion and Approval of Strategic Planning Committee - Tiffany Gray, Board Member**

The board decided to move to an advisory capacity with this committee. This committee will only be made up of Tiffany Gray, Jennifer Ferguson, and Joshua Stegner.

Tiffany said the goals of this committee will now be to interview/talk with staff members and administration as the need arises to help this team prepare to guide the Strategic Planning meetings in June. Tiffany said J.P. from Evergreen will be advising this committee on how to best proceed.

Motion to approve the Advisory Strategic Planning Committee comprised of Tiffany Gray, Jennifer Ferguson, and Joshua Stegner.

Moved by: Carlos Bravo

Second by: Jennifer Ferguson

Motion Carried: 7-0

Roll Call

Jana Perea - Aye

Joshua Stegner - Aye

Dori Burnett - Aye

Carlos Bravo - Aye

Jennifer Ferguson - Aye

Tiffany Gray – Aye

Joe Andrews – Aye

b. Review, Discussion and Approval Changes to Policy 2001.3: Uniform Complaint Policy – Denice Burchett, Executive Director

Denice Burchett presented the annual update for the Uniform Complaint Policy. Denice said the biggest change is a name change for who is now receiving complaints. The board found a few other small word changes and asked if the policy could be brought back at the next meeting with those changes.

c. Review, Discussion and Approval of Policy 5006.4: California Healthy Youth Act – Denice Burchett

Denice Burchett said this policy is new and is required by the State of California.

Motion to approve Policy 5006:4: California Healthy Youth Act.

Moved by: Tiffany Gray

Second by: Jennifer Ferguson

Motion Carried: 7-0

Roll Call

Jana Perea - Aye

Joshua Stegner - Aye

Dori Burnett - Aye

Carlos Bravo - Aye

Jennifer Ferguson - Aye

Tiffany Gray – Aye

Joe Andrews – Aye

d. Review, Discussion and Approval of Personalized Learning Teacher Contract – Kisha McDonald, Director of HR

Kisha McDonald presented an updated contract to reflect the new pay schedule.

Motion to approve the Personalized Learning Teacher Contract for the 2020-2021 school year.

Moved by: Joshua Stegner

Second by: Carlos Bravo

Motion Carried: 7-0

Roll Call

Jana Perea - Aye

Joshua Stegner - Aye

Dori Burnett - Aye

Carlos Bravo - Aye

Jennifer Ferguson - Aye

Tiffany Gray – Aye

Joe Andrews – Aye

CLOSED SESSION

12. ADJOURN TO CLOSED SESSION, IF ANY: 4:26 PM

- a. **Review, Discussion and Approval of Employment Contract for 2020/2021 School Year for Executive Director – Craig Wilson**
- b. **Review, Discussion and Approval of Employment Contract for 2020/2021 School Year for Chief Business Officer – Craig Wilson**

RECONVENE FROM CLOSED SESSION 4:40 PM

13. DISCLOSURE OF ACTION TAKEN IN CLOSED SESSION, IF ANY

The board voted unanimously to offer, Denice Burchett, a two-year contract for the position of Executive Director with a salary of \$154,700 per year plus a CPI increase of up to 3% per year with specific terms and conditions provided in the written contract being proposed at this meeting.

The board voted unanimously to offer, Truth Ncube, a two-year contract for the position of Chief Business Officer with a salary of \$154,685 per year plus a CPI increase of up to 3% per year with specific terms and conditions provided in the written contract being proposed at this meeting.

14. INFORMATION/ACTION/DISCUSSION AGENDA

- a. **Review, Discussion and Approval of Revisions to Contract for Executive Director – Craig Wilson, Legal Counsel**

Craig Wilson said there is one item that needs to be edited in this contract: the number of vacation accruals is 30 not 35. Craig asked that an approval please include this change.

Motion to approve the contract for Executive Director, Denice Burchett, with a change to the vacation accrual to 30 days.

Moved by: Joshua Stegner

Second by: Tiffany Gray

Motion Carried: 7-0

Roll Call

Jana Perea - Aye

Joshua Stegner - Aye

Dori Burnett - Aye

Carlos Bravo - Aye

Jennifer Ferguson - Aye

Tiffany Gray – Aye

Joe Andrews – Aye

- b. **Review, Discussion and Approval of Revisions to Contract for Chief Business Officer – Craig Wilson, Legal Counsel**

Motion to approve the contract for Chief Business Officer, Truth Ncube.

Moved by: Joshua Stegner

Second by: Tiffany Gray

Motion Carried: 7-0

Roll Call

Jana Perea - Aye

Joshua Stegner - Aye

Dori Burnett - Aye

Carlos Bravo - Aye

Jennifer Ferguson - Aye

Tiffany Gray – Aye

Joe Andrews – Aye

15. ITEMS FOR NEXT MEETING

The board requested the following items return: the preliminary budgets, Uniform Complaint Policy, and the Written Report for COVID-19 for the State.

16. CONFIRM MEETING PLACE AND TIME

June 11, 2020 at 4 pm online

17. ADJOURNMENT 4:47 PM

Dori Burnett, Board Secretary

Gorman Learning Charter Network

Bringing Academic Excellence Home

SPECIAL SESSION OF THE BOARD OF DIRECTORS MINUTES

DATE: May 18, 2020

MEETING PLACE: ONLINE:

View the Meeting via Live Stream:

<https://www.youtube.com/channel/UCsOrDGDdyPd5fcQkGJgo1ZQ>

FOR PUBLIC COMMENT: To Participate in Public Comment, please follow the link below before 4:00 pm on date of meeting. Instructions will be sent to you upon completion of this form.

<https://forms.gle/49mrNNB8T6BHJEsr6>

TIME: 9:00 a.m.

Items on the agenda may not be addressed in the order they are agendized. The Board of Directors may alter the order at their discretion

Accommodation can be made to persons with disabilities. If you require accommodation to participate in the meeting you must notify the office of the Executive Director at least 72 hours prior to the meeting.

OPEN SESSION: PUBLIC MEETING

1. CALL TO ORDER 9:03 AM

2. BOARD OF DIRECTORS ROLL CALL

Jana Perea	President (Present)
Joshua Stegner	Vice President and Treasurer (Present)
Dori Burnett	Secretary (Present)
Carlos Bravo	(Absent)
Jennifer Ferguson	(Present)
Tiffany Gray	(Present)
Joe Andrews	District Representative (Present)

3. ROLL CALL ADMINISTRATION

Denice Burchett	Executive Director (Present)
Truth Z. Neube	Chief Business Officer (Present)
Craig Wilson	Attorney (Present)

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF THE AGENDA

Motion to approve the Agenda.

Moved by: Jana Perea

Second by: Jennifer Ferguson

Motion Carried: 6-0

Roll Call

Jana Perea - Aye

Joshua Stegner - Aye

Dori Burnett - Aye

Jennifer Ferguson - Aye

Tiffany Gray - Aye

Joe Andrews - Aye

6. COMMUNICATION FROM THE PUBLIC

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None

7. COMMENTS FROM BOARD MEMBERS CONCERNING ITEMS NOT ON THE AGENDA

None

8. INFORMATION/DISCUSSION/ACTION AGENDA

a. Review, Discussion and Approval of Resolution to Open a New Account with Banc of California – Truth Z. Ncube, Chief Business Officer

Truth Ncube said as part of the application process for the PPP loan, Gorman is required to have an account set up for it. Truth said Gorman was advised to use Banc of California to receive the funds as there were glitches with our application for the loan and our current bank.

Jana Perea asked if this account would be set up with two signers from the board, and then the Executive Director and Chief Business Officer. Truth said that is correct.

Joe Andrews asked if the names would be required for the resolution. Truth said he would look but they had not requested it.

Motion to approve a new account with Banc of California including the names of Jana Perea, Board President, and Joshua Stegner, Board Treasurer.

Moved by: Jana Perea

Second by: Tiffany Gray

Motion Carried: 6-0

Roll Call

Jana Perea - Aye

Joshua Stegner - Aye

Dori Burnett - Aye

Jennifer Ferguson - Aye

Tiffany Gray – Aye
Joe Andrews – Aye

9. ADJOURNMENT 9:11 AM

Dori Burnett, Board Secretary

Gorman Learning Charter Network

HR Action Report

Date Range: 05/07 – 06/03/2020

STATUS

JOB TITLE

NEW HIRES:	1 Virtual Resource Center Facilitator 1 SpED Education/Resource Specialist	2
POSITION CHANGE:	1 Fiscal Technician to Staff Accountant	(1)
TERMINATIONS:		0
RESIGNATIONS:	1 Maintenance Custodial Technician	-1
RETIREMENTS:		0
	TOTAL	1
	TOTAL STAFF NUMBERS	280

2634 students/110 PLTs = 23.95 ratio

Gorman Learning Charter Network

Bringing Academic Excellence Home

REGULAR SESSION OF THE BOARD OF DIRECTORS AGENDA

DATE: June 11, 2020

MEETING PLACE: **ONLINE:**

View the Meeting via Live Stream:

<https://www.youtube.com/channel/UCsOrDGDdyPd5fcOkGJgo1ZQ>

FOR PUBLIC COMMENT: **To Participate in Public Comment, please follow the link below before 4:00 pm on date of meeting. Instructions will be sent to you upon completion of this form.**

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TIME: 4:00 p.m.

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OPEN SESSION: PUBLIC MEETING

1. CALL TO ORDER

2. BOARD OF DIRECTORS ROLL CALL

Jana Perea	President
Joshua Stegner	Vice President and Treasurer
Dori Burnett	Secretary
Carlos Bravo	
Jennifer Ferguson	
Tiffany Gray	
Joe Andrews	District Representative

3. ROLL CALL ADMINISTRATION

Denice Burchett	Executive Director
Truth Z. Ncube	Chief Business Officer
Craig Wilson	Attorney

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF THE AGENDA

6. APPROVAL OF THE MINUTES

- a. Approval of the minutes from the regular session meeting of May 14th, 2020 and the special session meeting of May 18th, 2020.

7. COMMUNICATION FROM THE PUBLIC

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8. COMMENTS FROM BOARD MEMBERS CONCERNING ITEMS NOT ON THE AGENDA

9. CONSENT AGENDA

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- a. **Human Resources HR Action Report**
- b. **Business Services Division Check Register**
- c. **Business Services Division Payroll Expenditures**
- d. **Division Purchase Order Listings**
- e. **Business Services Division Credit Card Register**
- f. **Enrollment Numbers**

10. REPORT & COMMUNICATION TO THE BOARD OF DIRECTORS

- a. **Executive Director – Denice Burchett**
- b. **Chief Business Officer – Truth Z. Ncube**

11. INFORMATION/DISCUSSION/ACTION AGENDA

- a. **Review, Discussion and Approval of Board Budget – Jana Perea, Board President**
- b. **Review, Discussion and Approval of Student #87349 for Early Kinder Enrollment – Denice Burchett, Executive Director**
- c. **Review, Discussion and Approval of Termination of Policy 2001.1: Community Advisory Committees – Denice Burchett, Executive Director, Dori Burnett, Board Secretary, and Tiffany Gray, Board Member**
- d. **Review, Discussion and Approval of Changes to Policy 2001.2: Media Relations – Denice Burchett, Executive Director, Dori Burnett, Board Secretary, and Tiffany Gray, Board Member**

- e. **Review, Discussion and Approval Changes to Policy 2001.3: Uniform Complaint Policy – Denice Burchett, Executive Director**
- f. **Review, Discussion and Approval of Changes to Policy 2002.1: Commendations and Awards– Denice Burchett, Executive Director, Dori Burnett, Board Secretary, and Tiffany Gray, Board Member**
- g. **Review, Discussion and Approval of Changes to Policy 2002.2: Awards for Achievement – Denice Burchett, Executive Director, Dori Burnett, Board Secretary, and Tiffany Gray, Board Member**
- h. **Review, Discussion and Approval of Policy 5008.1: Immigration Policy Related to Detention – Tamara Campbell, Director of Education Services**
- i. **Review, Discussion and Approval of Policy 5008.2: Immigration Enforcement – Tamara Campbell, Director of Education Services**
- j. **Review and Discussion of 1:1 Device Proposed Program Changes – Chris Campbell, IT Coordinator**
- k. **Review, Discussion and Approval of the Recommended Quote/Bid for the 1:1 Device Program – Chris Campbell, IT Coordinator**
- l. **Review, Discussion and Approval of Changes to Personalized Learning Teacher Contract – Kisha McDonald, Director of Human Resources**
- m. **Review, Discussion and Approval of Policy 7001.1: Employment Terms – Kisha McDonald, Director of Human Resources**
- n. **Review, Discussion and Approval of Policy 7003.6: Insurance Benefits Policy – Kisha McDonald, Director of Human Resources**
- o. **Review, Discussion and Approval of Policy 7002.9: Bereavement Leave – Kisha McDonald, Director of Human Resources**
- p. **Review, Discussion and Approval of Step and Column Salary Schedules – Kisha McDonald, Director of Human Resources, Truth Z. Ncube, Chief Business Officer, and Team**
 - i. **Classified Management Salary Schedule**
 - ii. **Classified Non-Exempt Salary Schedule**

12. ITEMS FOR NEXT MEETING

13. CONFIRM MEETING PLACE AND TIME

14. ADJOURNMENT

Gorman Joint School District
49847 Gorman School Road
P.O. Box 104
Gorman, CA 93243
(661) 248-6441 - FAX (661) 248-0604

BOARD OF TRUSTEES

MINUTES OF THE REGULAR MEETING

May 12, 2020

The President of the Board, Patricia Edwards, called the Regular Meeting of the Gorman Joint School District Board of Trustees to order at 3:00 P.M.

The Flag salute was held.

Members Present: Patricia Edwards, President
Steve Sonder, Clerk - ABSENT
Ryan Ralphs, Member

Also Present: Johannis Andrews, Superintendent/Principal
Jean Cummings, Business Manager/Consultant
Denise Saenz, Accounting/Data Processing Technician

Others Present:

6570 The Board approved the Agenda as presented for May 12, 2020.

Motion made by Ryan Ralphs, Seconded by Patricia Edwards Vote: yes 2/no 0

6571 Adjourn to Closed Session at 3:01 P.M. to discuss personnel, employer/employee relations. (Govt. Code 54957, 54957.6):

1. Personnel (Govt. Code 54957)
2. Employer/Employee Relations (Govt. Code 54957.7)
3. Public Employee Discipline/Dismissal/Release/Appointment (Govt. Code 54957)

Motion made by Ryan Ralphs, Seconded by Patricia Edwards Vote: yes 2/no 0

6572 Reconvened to Regular Session at 4:00 P.M.

Motion made by Ryan Ralphs, Seconded by Patricia Edwards Vote: yes 2/no 0

Action from Closed Session

None at this time

President, Patricia Edwards, asked for any comments from the Board.

President Edwards received a letter of Positive Certification and would like to thank Jean Cummings and Joe Andrews for all of their time and effort in making this happen. She also thanked Joe Andrews and Denise Saenz for their hard work and effort at the rental property.

President, Patricia Edwards, asked for any comments from the staff.

Joe Andrews stated that the ASB will be buying yearbooks for all of the students this year. He also stated that first day of the 2020-21 school year is scheduled for August 12 even if we have to start the year with distance learning.

President, Patricia Edwards, asked for any comments from the public.
No comments

- 6573 The Board approved to hold the Public Hearing for the COVID-19 Operational Written Report and the Public Hearing for the 2020-21 budget on June 16, 2020, closed session 3:00 P.M., regular session 3:30 P.M. at Gorman School.

Motion made by Ryan Ralphs, Seconded by Patricia Edwards Vote: yes 2/no 0

- 6574 The Board approved the Minutes of the Regular Meeting of April 21, 2020.

Motion made by Ryan Ralphs, Seconded by Patricia Edwards Vote: yes 2/no 0

- 6575 The Board approved Purchase Orders #19-20-286 through 19-20-306 of which \$16,772.38 was paid from the General Fund and \$3,334.25 from other funds.

Motion made by Ryan Ralphs, Seconded by Patricia Edwards Vote: yes 2/no 0

- 6576 The Board approved the Commercial Warrant Register in the amount of \$32,720.37 from Fund 01.0, \$3,513.25 from Fund 13.0, \$55.50 from Fund 14.0.

Motion made by Ryan Ralphs, Seconded by Patricia Edwards Vote: yes 2/no 0

- 6577 The Board approved the Annual Report of Attendance for 2019-2020 with the changes that resulted from SB 117 for the purpose of preventing losses of attendance based funding as a result of reductions in ADA due to COVID-19. SB 117 provides that the ADA used for both the second period and the annual period apportionment includes all full school months from July 1, 2019 to February 29, 2020. For the closure of school district sites, district superintendents must submit

a certification to the SSPI of the number of days closed in response to COVID-19 and attest that the closure occurred to address COVID-1.

Motion made by Ryan Ralphs, Seconded by Patricia Edwards Vote: yes 2/no 0

- 6578 The Board approved the Gorman Elementary School Instructional Minutes for the 2020-2021 School Year.

Motion made by Ryan Ralphs, Seconded by Patricia Edwards Vote: yes 2/no 0

- 6579 The Board approved the School Hours and Lunch Schedule for 2020-2021.

Motion made by Ryan Ralphs, Seconded by Patricia Edwards Vote: yes 2/no 0

- 6580 The Board approved Resolution #17-19-20 on Grading during Emergency School Closures.

Motion made by Ryan Ralphs, Seconded by Patricia Edwards Vote: yes 2/no 0

- 6581 The Board approved Resolution #16-19-20 Reducing or Eliminating Particular Kinds of Services.

Motion made by Ryan Ralphs, Seconded by Patricia Edwards Vote: yes 2/no 0

- 6582 The Board approved Resolution #15-19-20 to Declare Salaries for 2020-2021 Indefinite for all Unrepresented Employees.

Motion made by Ryan Ralphs, Seconded by Patricia Edwards Vote: yes 2/no 0

The next regular meeting of the Board of Trustees will be changed from Tuesday, June 9, 2020 to Tuesday, June 16, 2020 at 3:00 P.M. closed session and 3:30 P.M. regular session.

- 6583 The Board adjourned the meeting at 4:25 P.M.

Motion made by Ryan Ralphs, Seconded by Patricia Edwards Vote: yes 2/no 0

Patricia Edwards, President

PURCHASE ORDER LOG

PO#	DATE	VENDOR	DESCRIPTION	ESTIMATED AMOUNT	AMOUNT PAID GENERAL	AMOUNT PAID OTHER	DATE PAID
19-20-307	5/7/20	Tiny Eye	Speech Therapy Services 9/19	\$512.25	\$ 512.25		5/25/20
308	5/7/20	So Cal Gas	Gas Service - Rental Property 3/26/20-4/24/20	\$71.13	\$71.13		5/25/20
309	5/7/20	GVMWD	Water & Sewer Service 4/20	\$1,102.47	\$1,102.47		5/25/20
310	5/7/20	Ready Refresh by Nestle	Drinking Water Service 3/23/20-4/22/20	\$10.50	\$10.50		5/25/20
311	5/7/20	Denise Saenz	Reimbursement for storage bins	\$42.15	\$42.15		5/25/20
312	5/21/20	Santana's Pumping	Shower Replacement for Rental Property	\$7,365.00	\$7,365.00		5/30/20
313	5/7/20	Storer Transportation	Home to School Transportation 3/20	\$4,939.39	\$4,939.39		5/25/20
314	5/7/20	Quill	Colored Masking Tape	\$39.67	\$39.67		5/25/20
315	5/7/20	Quill	Office Supplies	\$77.06	\$77.06		5/25/20
316	5/7/20	Studies Weekly	5th & 6th Grade Social Studies Weekly	\$170.53	\$170.53		5/25/20
317	5/7/20	Revolution Foods, Inc	Food Service 4/20	\$2,395.50		\$2,395.50	5/25/20
318	5/7/20	Cecelia J Cummings, CPA	Business Manager-Consultant	\$8,400.00	\$8,400.00		5/25/20
319	5/7/20	Mary Pivetti	Project Management 3/20	\$900.00	\$900.00		5/25/20
320	5/7/20	Teresa LeGault	Project Management 3/20	\$1,350.00	\$1,350.00		5/25/20
321	5/7/20	Elizabeth Fidorek	Drawing Teacher-Art Program	\$450.00	\$450.00		5/25/20
322	5/15/20	So Cal Gas	Gas Service Rental 4/20	\$2.37	\$2.37		5/20/20
323	5/15/20	ACE Hardware	Maintenance Supplies-Rental	\$7.23	\$7.23		5/20/20
324	5/21/20	American Express	District Credit Card	\$3,143.77	\$3,143.77		5/29/20
325	5/26/20	Quill	Case of Legal Copy Paper	\$78.28	\$78.28		5/29/20
326	5/26/20	Santana's Pumping	Plumbing & Electrical Service Rental	\$3,664.41	\$3,664.41		5/30/20
327	5/26/20	Casey Stanford	Tech Services 3/20	\$225.00	\$225.00		5/29/20
328	5/26/20	OverDrive	Digital Library Participation	\$250.00	\$250.00		5/29/20
329	5/22/20	American Express	District Credit Card	\$553.00	\$553.00		5/29/20
			TOTAL	\$35,749.71	\$33,354.21	\$2,395.50	
			REMAINING UNPAID	\$0.00			



Classic Business Gold Card

GORMAN SCHOOL DIST

DENISE SAENZ

Closing Date 04/23/20 Next Closing Date 05/24/20

Account Ending [REDACTED]

New Balance

\$4,687.20

Pay Past Due Amount Immediately ‡

‡ Please pay the past due amount of \$1,543.43 upon receipt. We suggest you pay the remaining balance by 05/08/20. If you do not pay the Amount Due by the Next Closing Date, an additional late fee of the greater of \$39.00 or 2.99% of the past due Pay in Full amount may be charged.

Visit

www.membershiprewards.com

Account Summary

Previous Balance	\$3,601.94
Payments/Credits	-\$2,058.51
New Charges	+\$3,104.77
Fees	+\$39.00

New Balance

\$4,687.20

Days in Billing Period: 30

Customer Care



Pay by Computer

americanexpress.com/business

Customer Care

1-800-492-3344

Pay by Phone

1-800-472-9297



See page 3 for additional information.

See page 2 for important information about your account.

Your account is past due.

Please refer to the **IMPORTANT NOTICES** section on pages 5 - 6.

Put More Time to Business and Less Time to Bills

Grant a member of your team access to your account to log in and securely handle expense management on your behalf. Terms apply.

Visit www.AmericanExpress.com/enrollIAM to enroll an Account Manager now.



Please fold on the perforation below, detach and return with your payment



Payment Coupon

Do not staple or use paper clips



Pay by Computer

americanexpress.com/business



Pay by Phone

1-800-472-9297

Account Ending [REDACTED]

Enter 15 digit account # on all payments.
Make check payable to American Express.

DENISE SAENZ
GORMAN SCHOOL DIST
POX 104
GORMAN CA 93243-0104

Amount Due
\$4,687.20

See reverse side for instructions on how to update your address, phone number, or email.

AMERICAN EXPRESS
PO BOX 0001
LOS ANGELES CA 90096-8000



Payments: Your payment must be sent to the payment address shown on your statement and must be received by 5 p.m. local time at that address to be credited as of the day it is received. Payments we receive after 5 p.m. will not be credited to your Account until the next day. Payments must also: (1) include the remittance coupon from your statement; (2) be made with a single check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system; and (3) include your Account number. If your payment does not meet all of the above requirements, crediting may be delayed and you may incur late payment fees and additional interest charges. Electronic payments must be made through an electronic payment method payable in US dollars and clearable through the US banking system. If we accept payment in a foreign currency, we will convert it into US dollars at a conversion rate that is acceptable to us, unless a particular rate is required by law. Please do not send post-dated checks as they will be deposited upon receipt. Any restrictive language on a payment we accept will have no effect on us without our express prior written approval. We will represent to your financial institution any payment that is returned unpaid.

Permission for Electronic Withdrawal: (1) When you send a check for payment, you give us permission to electronically withdraw your payment from your deposit or other asset account. We will process checks electronically by transmitting the amount of the check, routing number, account number and check serial number to your financial institution, unless the check is not processable electronically or a less costly process is available. When we process your check electronically, your payment may be withdrawn from your deposit or other asset account as soon as the same day we receive your check, and you will not receive that cancelled check with your financial account statement. If we cannot collect the funds electronically we may issue a draft against your deposit or other asset account for the amount of the check. (2) By using Pay By Computer, Pay By Phone or any other electronic payment service of ours, you give us permission to electronically withdraw funds from the deposit or other asset account you specify in the amount you request. Payments using such services of ours received after 8:00 p.m. MST may not be credited until the next day.

How We Calculate Your Balance: We use the Average Daily Balance (ADB) method (including new transactions) to calculate the balance on which we charge interest for Pay Over Time balances on your Account. Call the Customer Care number on page 3 for more information about this balance computation method and how resulting interest charges are determined. *The method we use to calculate the ADB and interest results in daily compounding of interest.*

How to Avoid Paying Interest: If you have a Pay Over Time balance, your due date is at least 25 days after the close of each billing period. We will not charge interest on charges added to a Pay Over Time balance if you pay the Account Total New Balance by the due date each month.

Foreign Currency Charges: If you make a Charge in a foreign currency, we will convert it into US dollars on the date we or our agents process it. **We will charge a fee of 2.70% of the converted US dollar amount.** We will choose a conversion rate that is acceptable to us for that date, unless a particular rate is required by law. The conversion rate we use is no more

than the highest official rate published by a government agency or the highest interbank rate we identify from customary banking sources on the conversion date or the prior business day. This rate may differ from rates in effect on the date of your charge. Charges converted by establishments will be billed at the rates such establishments use.

Credit Balance: A credit balance (designated CR) shown on this statement represents money owed to you. If within the six-month period following the date of the first statement indicating the credit balance you do not request a refund or charge enough to use up the credit balance, we will send you a check for the credit balance within 30 days if the amount is \$1.00 or more.

Credit Reporting: We may report information about your Account to credit bureaus. Late payments, missed payments, or other defaults on your Account may be reflected in your credit report.

Billing Dispute Procedures

What To Do if You Think You Find A Mistake On Your Statement

If you think there is an error on your statement, write to us at: American Express, PO Box 981535, El Paso TX 79998-1535

In your letter, give us the following information:

- **Account information:** Your name and account number.

- **Dollar amount:** The dollar amount of the suspected error.

- **Description of Problem:** Describe what you believe is wrong and why you believe it is a mistake.

You must contact us:

- Within 60 days after the error appeared on your statement.

- At least 2 business days before an automated payment is scheduled, if you want to stop payment on the amount you think is wrong.

You must notify us of any potential errors in writing. You may call us, but if you do we may not follow these procedures and you may have to pay the amount in question.

What Will Happen After We Receive Your Letter

When we receive your letter, we will do two things:

1. Within 30 days of receiving your letter, we will tell you that we received your letter. We will also tell you if we have already corrected the error.

2. We will investigate your inquiry and will either correct the error or explain to you why we believe the bill is correct.

While we investigate whether or not there has been an error:

- We will not try to collect the amount in question.

- The charge in question may remain on your statement, and we may continue to charge you interest on that amount.

- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.

- We can apply any unpaid amount against your credit limit.

After we finish our investigation, one of two things will happen:

- If we made a mistake: You will not have to pay the amount in question or any interest or other fees related to that amount.

- If we do not believe there was a mistake: You will have to pay the amount in question, along with applicable interest and fees. We will send you a statement of the amount you owe and the date payment is due. We may report you as delinquent if you do not pay the amount we think you owe.

Change of Address, phone number, email

- Online at www.americanexpress.com/updatecontactinfo
- Via mobile device
- Voice automated: call the number on the back of your card
- For name, company name, and foreign address or phone changes, please call Customer Care

Please do not add any written communication or address change on this stub

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Deduct your payment from your bank account automatically each month.

- Avoid late fees
- Save time

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For information on how we protect your privacy and to set your communication and privacy choices, please visit www.americanexpress.com/privacy.



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GORMAN SCHOOL DIST

DENISE SAENZ

Closing Date 04/23/20

Account Ending [REDACTED]

Customer Care & Billing Inquiries
 International Collect
 Large Print & Braille Statements
 Express Cash

1-800-492-3344
 1-336-393-1111
 1-800-492-3344
 1-800-CASH-NOW

Hearing Impaired
 TTY: 1-800-221-9950
 FAX: 1-623-707-4442
 In NY: 1-800-522-1897

Website: americanexpress.com

Customer Care & Billing Inquiries
 P.O. BOX 981535
 EL PASO, TX
 79998-1535

Payments
 PO BOX 0001
 LOS ANGELES CA
 90096-8000

Payments and Credits

Summary

Payments	Total
Credits	-\$2,058.51
Total Payments and Credits	\$0.00
	-\$2,058.51

Detail *Indicates posting date

Payments	Amount
04/05/20* DENISE SAENZ PAYMENT RECEIVED - THANK YOU	-\$2,058.51

New Charges

Summary

DENISE SAENZ 7-27008	Total
JOHANNIS ANDREWS 7-23072	\$2,505.01
Total New Charges	\$599.76
	\$3,104.77

Detail

DENISE SAENZ
 Card Ending [REDACTED]

Date	Description	Location	State	Amount
04/11/20	LOWE'S 661-699-1000	BAKERSFIELD	CA	\$203.27
04/12/20	Amazon Prime SHIPPINGCLUB	Amazon.com	WA	\$14.22
04/14/20	LOWES.COM 800-445-6937		NC	\$1,180.41
04/15/20	LOWE'S 661-297-1400	SANTA CLARITA	CA	\$135.13
04/15/20	OFFICE DEPOT #5125 000005125 8004633768 SIGN,WALL,2X10	SIGNAL HILL	CA	\$27.86
04/16/20	THE HOME DEPOT 1064 HOME SUPPLY WAREHOUSE	BAKERSFIELD	CA	\$100.19
04/16/20	THE HOME DEPOT 6687 HOME SUPPLY WAREHOUSE	BAKERSFIELD	CA	\$740.16
04/21/20	THE HOME DEPOT 800-654-0688	BAKERSFIELD	CA	\$103.77

Detail Continued



JOHANNIS ANDREWS
Card Ending [REDACTED]

Amount

				Amount
04/12/20	LINKEDIN-453*7204466 SUBSCRIPTION	LNKD.IN/BILL	CA	\$299.88
04/12/20	LINKEDIN*LINKEDIN 4537347666 LNKD. SUBSCRIPTIONS	MOUNTAIN VIEW		\$299.88

Fees

04/23/20	DENISE SAENZ	Late Payment Fee	Amount
			\$39.00
Total Fees for this Period			\$39.00

2020 Fees and Interest Totals Year-to-Date

Total Fees in 2020	Amount
Total Interest in 2020	\$156.00
	\$0.00



GORMAN SCHOOL DIST
DENISE SAENZ

Closing Date 04/23/20

Account Ending

p. 5/6

IMPORTANT NOTICES

Your Cardmember Agreement

To access the most up to date version of your Cardmember Agreement, please log in to your Account at www.americanexpress.com.

IMPORTANT NOTICES continued

EFT Error Resolution Notice

In Case of Errors or Questions About Your Electronic Transfers Telephone us at 1-800-IPAY-AXP for Pay By Phone questions, at 1-800-528-2122 for Pay By Computer questions, and at 1-800-528-4800 for AutoPay and at 1-800-CASH NOW for Express Cash questions. You may also write us at American Express, Electronic Funds Services, P.O. Box 981531, El Paso TX 79998-1531, or contact online at www.americanexpress.com/inquirycenter as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name and account number (if any).
2. Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.



Classic Business Gold Card
 GORMAN SCHOOL DIST
 DENISE SAENZ
 Closing Date 05/24/20 Next Closing Date 06/23/20

Account Ending [REDACTED]

New Balance **\$3,572.35**

Pay Past Due Amount Immediately[‡]

[‡]Please pay the past due amount of \$3,018.78 upon receipt. We suggest you pay the remaining balance by 06/08/20. If you do not pay the Amount Due by the Next Closing Date, an additional late fee of the greater of \$39.00 or 2.99% of the past due Pay in Full amount may be charged.

Visit
www.membershiprewards.com

Account Summary

Previous Balance	\$4,687.20
Payments/Credits	-\$1,668.42
New Charges	+\$514.57
Fees	+\$39.00
New Balance	\$3,572.35

Days in Billing Period: 31

See page 2 for important information about your account.

Your account is past due.

Please refer to the **IMPORTANT NOTICES** section on **page 5**.

Customer Care

Pay by Computer
americanexpress.com/business

Customer Care 1-800-492-3344	Pay by Phone 1-800-472-9297
--	---------------------------------------

See page 3 for additional information.

Claims Resolution Clause Update
 The address for sending a claim notice to American Express has changed. Notice to American Express should be sent to **American Express ADR c/o CT Corporation System, 28 Liberty Street, New York, New York 10005**.

↓ Please fold on the perforation below, detach and return with your payment ↓

Payment Coupon
 Do not staple or use paper clips

Pay by Computer
americanexpress.com/business

Pay by Phone
 1-800-472-9297

Account Ending [REDACTED]

Enter 15 digit account # on all payments.
 Make check payable to American Express.

DENISE SAENZ
 GORMAN SCHOOL DIST
 POX 104
 GORMAN CA 93243-0104

Amount Due
\$3,572.35

See reverse side for instructions on how to update your address, phone number, or email.

AMERICAN EXPRESS
 PO BOX 0001
 LOS ANGELES CA 90096-8000



Payments: Your payment must be sent to the payment address shown on your statement and must be received by 5 p.m. local time at that address to be credited as of the day it is received. Payments we receive after 5 p.m. will not be credited to your Account until the next day. Payments must also: (1) include the remittance coupon from your statement; (2) be made with a single check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system; and (3) include your Account number. If your payment does not meet all of the above requirements, crediting may be delayed and you may incur late payment fees and additional interest charges. Electronic payments must be made through an electronic payment method payable in US dollars and clearable through the US banking system. If we accept payment in a foreign currency, we will convert it into US dollars at a conversion rate that is acceptable to us, unless a particular rate is required by law. Please do not send post-dated checks as they will be deposited upon receipt. Any restrictive language on a payment we accept will have no effect on us without our express prior written approval. We will represent to your financial institution any payment that is returned unpaid.

Permission for Electronic Withdrawal: (1) When you send a check for payment, you give us permission to electronically withdraw your payment from your deposit or other asset account. We will process checks electronically by transmitting the amount of the check, routing number, account number and check serial number to your financial institution, unless the check is not processable electronically or a less costly process is available. When we process your check electronically, your payment may be withdrawn from your deposit or other asset account as soon as the same day we receive your check, and you will not receive that cancelled check with your financial account statement. If we cannot collect the funds electronically we may issue a draft against your deposit or other asset account for the amount of the check. (2) By using Pay By Computer, Pay By Phone or any other electronic payment service of ours, you give us permission to electronically withdraw funds from the deposit or other asset account you specify in the amount you request. Payments using such services of ours received after 8:00 p.m. MST may not be credited until the next day.

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than the highest official rate published by a government agency or the highest interbank rate we identify from customary banking sources on the conversion date or the prior business day. This rate may differ from rates in effect on the date of your charge. Charges converted by establishments will be billed at the rates such establishments use.

Credit Balance: A credit balance (designated CR) shown on this statement represents money owed to you. If within the six-month period following the date of the first statement indicating the credit balance you do not request a refund or charge enough to use up the credit balance, we will send you a check for the credit balance within 30 days if the amount is \$1.00 or more.

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American Express, PO Box 981535, El Paso TX 79998-1535

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- **Dollar amount:** The dollar amount of the suspected error.

- **Description of Problem:** Describe what you believe is wrong and why you believe it is a mistake.

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Change of Address, phone number, email

- Online at www.americanexpress.com/updatecontactinfo
- Via mobile device
- Voice automated: call the number on the back of your card
- For name, company name, and foreign address or phone changes, please call Customer Care

Please do not add any written communication or address change on this stub

Pay Your Bill with AutoPay

Deduct your payment from your bank account automatically each month.

- Avoid late fees
- Save time

Visit americanexpress.com/autopay today to enroll.

For information on how we protect your privacy and to set your communication and privacy choices, please visit www.americanexpress.com/privacy.



Classic Business Gold Card
 GORMAN SCHOOL DIST
 DENISE SAENZ
 Closing Date 05/24/20

Account Ending [REDACTED]

Customer Care & Billing Inquiries 1-800-492-3344 **Hearing Impaired**
International Collect 1-336-393-1111 **TTY: 1-800-221-9950**
Large Print & Braille Statements 1-800-492-3344 **FAX: 1-623-707-4442**
Express Cash 1-800-CASH-NOW **In NY: 1-800-522-1897**

Website: americanexpress.com

Customer Care & Billing Inquiries
 P.O. BOX 981535
 EL PASO, TX
 79998-1535

Payments
 PO BOX 0001
 LOS ANGELES CA
 90096-8000

Payments and Credits

Summary

	Total
Payments	-\$1,668.42
Credits	\$0.00
Total Payments and Credits	-\$1,668.42

Detail *Indicates posting date

Payments	Amount
05/10/20* PAYMENT RECEIVED - THANK YOU	-\$1,668.42

New Charges

Summary

	Total
Total New Charges	\$514.57

Detail

DENISE SAENZ
 Card Ending [REDACTED]

				Amount
05/10/20	AMZN MKTP US*WX2690ST3 BOOK STORES	AMZN.COM/BILL	WA	\$34.26
05/11/20	AMAZON.COM*M79YJ8F31 MERCHANDISE	AMZN.COM/BILL	WA	\$336.28
05/12/20	Amazon Prime SHIPPINGCLUB	Amazon.com	WA	\$14.22
05/14/20	AMZN MKTP US*MC3MJ7U30 BOOK STORES	AMZN.COM/BILL	WA	\$30.93
05/14/20	AMAZON.COM*MC9J41S72 MERCHANDISE	AMZN.COM/BILL	WA	\$29.77
05/14/20	AMZN MKTP US*M732Z2NK1 BOOK STORES	AMZN.COM/BILL	WA	\$23.38
05/14/20	AMAZON.COM*M759P81F0 MERCHANDISE	AMZN.COM/BILL	WA	\$32.26
05/22/20	AMAZON.COM*M730S0E82 MERCHANDISE	AMZN.COM/BILL	WA	\$13.47

Fees

	Amount
05/24/20 Late Payment Fee	\$39.00
Total Fees for this Period	\$39.00

2020 Fees and Interest Totals Year-to-Date

	Amount
Total Fees in 2020	\$195.00
Total Interest in 2020	\$0.00



GORMAN SCHOOL DIST
DENISE SAENZ

Closing Date 05/24/20

Account Ending [REDACTED]

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IMPORTANT NOTICES

EFT Error Resolution Notice

In Case of Errors or Questions About Your Electronic Transfers Telephone us at 1-800-IPAY-AXP for Pay By Phone questions, at 1-800-528-2122 for Pay By Computer questions, and at 1-800-528-4800 for AutoPay and at 1-800-CASH NOW for Express Cash questions. You may also write us at American Express, Electronic Funds Services, P.O. Box 981531, El Paso TX 79998-1531, or contact online at www.americanexpress.com/inquirycenter as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name and account number (if any).
2. Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

End of Important Notices.

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Commercial Warrant Register
 05/01/2020 - 05/31/2020

Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Func/ Act	DOB/J DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt
ACE HARDWARE - 0000008800	00000020097689 00000020097689	AD,64584,200000000375,1	GAX,64584,200000000407,1,0,1			01,0	00000,0	00000	81000	5630	0000005	11/2020	7.23	0.00	7.23
													Warrant Total: 7.23		
AMERICAN EXPRESS - 0000012205	00000020094019	AD,64584,200000000357,1	GAX,64584,200000000376,1,0,1			01,0	00000,0	11100	10000	4310	0000100	11/2020	103.65	0.00	103.65
		AD,64584,200000000357,1	GAX,64584,200000000376,1,0,2			01,0	00000,0	00000	72000	5220	0000000	11/2020	1,035.86	0.00	1,035.86
		AD,64584,200000000357,1	GAX,64584,200000000376,1,0,3			01,0	00000,0	00000	72000	5803	0000000	11/2020	74.90	0.00	74.90
		AD,64584,200000000357,1	GAX,64584,200000000376,1,0,4			01,0	00000,0	00000	72000	5803	0000000	11/2020	39.00	0.00	39.00
		AD,64584,200000000357,1	GAX,64584,200000000376,1,0,5			01,0	00000,0	00000	72000	6510	0000005	11/2020	415.01	0.00	415.01
	00000020094019												Warrant Total: 1,688.42		
AMERICAN EXPRESS - 00000020100406	00000020100406	AD,64584,200000000383,1	GAX,64584,200000000410,1,0,1			01,0	00000,0	00000	72000	5803	0000000	11/2020	39.00	0.00	39.00
		AD,64584,200000000383,1	GAX,64584,200000000410,1,0,2			01,0	00000,0	11100	10000	4310	0000100	11/2020	641.84	0.00	641.84
		AD,64584,200000000383,1	GAX,64584,200000000410,1,0,3			01,0	00000,0	00000	72000	6510	0000005	11/2020	2,462.93	0.00	2,462.93
		AD,64584,200000000383,1	GAX,64584,200000000412,1,0,1			01,0	00000,0	11100	10000	4210	0000100	11/2020	129.81	0.00	129.81
		AD,64584,200000000383,1	GAX,64584,200000000412,1,0,2			01,0	00000,0	00000	81100	4370	0000000	11/2020	370.54	0.00	370.54
		AD,64584,200000000383,1	GAX,64584,200000000412,1,0,3			01,0	00000,0	00000	72000	5803	0000000	11/2020	39.00	0.00	39.00
		AD,64584,200000000383,1	GAX,64584,200000000412,1,0,4			01,0	00000,0	11100	10000	4310	0000100	11/2020	14.22	0.00	14.22
	00000020100406												Warrant Total: 3,697.34		
ATKINSON, ANDELSON, LOYAL, RUIJ & ROMIG - 0000009756	0000002009552 0000002009552	AD,64584,200000000379,1	GAX,64584,200000000374,1,0,1			01,0	00000,0	00000	71000	5820	0000001	11/2020	4,202.34	0.00	4,202.34
													Warrant Total: 4,202.34		

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AT&T - 000009023	000000020097690	AD,64584,200000000376,1	GAX,64584,200000000404,1,0,1			01,0	00000,0	00000	72000	5910	0000000	11/2020	120.33	0.00	120.33	
	000000020097690														Warrant Total:	120.33
CANON FINANCIAL SERVICES, INC. - 000007508	000000020100407	AD,64584,200000000381,1	GAX,64584,200000000415,1,0,1			01,0	00000,0	11100	10000	5610	0000000	11/2020	214.53	0.00	214.53	
	000000020100407	AD,64584,200000000381,1	GAX,64584,200000000415,1,0,2			01,0	00000,0	00000	72000	5610	0000000	11/2020	71.51	0.00	71.51	
															Warrant Total:	286.04
CASEY STANFORD - 000007435	000000020100408	AD,64584,200000000380,1	GAX,64584,200000000413,1,0,1			01,0	00000,0	00000	77000	5840	0000000	11/2020	225.00	0.00	225.00	
	000000020100408														Warrant Total:	225.00
CECELIA J. CUMMINGS, CPA - 000007621	000000020096193	AD,64584,200000000361,1	GAX,64584,200000000383,1,0,1			01,0	00000,0	00000	72000	5850	0000000	11/2020	6,306.00	0.00	6,306.00	
	000000020096193	AD,64584,200000000361,1	GAX,64584,200000000383,1,0,2			01,0	65000,0	57700	21000	5850	0000000	11/2020	2,100.00	0.00	2,100.00	
															Warrant Total:	8,406.00
DELTA DENTAL - 000008847	000000020094020	AD,64584,200000000356,1	GAX,64584,200000000379,1,0,1			01,0	00000,0	11100	10000	3411	0000000	11/2020	113.75	0.00	113.75	
	000000020094020	AD,64584,200000000356,1	GAX,64584,200000000379,1,0,2			01,0	65000,0	57700	11200	3411	0000000	11/2020	12.06	0.00	12.06	
		AD,64584,200000000356,1	GAX,64584,200000000379,1,0,3			01,0	00000,0	11100	10000	3412	0000000	11/2020	32.62	0.00	32.62	
		AD,64584,200000000356,1	GAX,64584,200000000379,1,0,4			01,0	14000,0	00000	36000	3412	0000000	11/2020	8.15	0.00	8.15	
		AD,64584,200000000356,1	GAX,64584,200000000379,1,0,5			13,0	53100,0	00000	37000	3412	0000000	11/2020	12.06	0.00	12.06	

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Commercial Warrant Register
 05/01/2020 - 05/31/2020

Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Func/ Act	DOB/J DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt
DELTA DENTAL - 0000008847	060000020064020	AD.64584.2000000003356.1	GAX.64584.200000000378.1,0,6			01.0	00000.0	00000	72000	3412	00000000	11/2020	48.25	0.00	48.25
		AD.64584.2000000003356.1	GAX.64584.200000000378.1,0,7			01.0	00000.0	00000	71100	3412	00000000	11/2020	60.31	0.00	60.31
		AD.64584.2000000003356.1	GAX.64584.200000000378.1,0,8			01.0	00000.0	00000	27000	3411	00000000	11/2020	12.36	0.00	12.36
		AD.64584.2000000003356.1	GAX.64584.200000000378.1,0,9			01.0	00000.0	00000	71500	3411	00000000	11/2020	12.37	0.00	12.37
	000000020064020													Warrant Total:	311.93

Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Func/ Act	DOB/J DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt
DENISE SAENZ - 0000012199	000000020096194	AD.64584.200000000368.1	GAX.64584.200000000393.1,0,1			01.0	00000.0	00000	27000	4350	00000000	11/2020	42.15	0.00	42.15
	000000020096194													Warrant Total:	42.15

Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Func/ Act	DOB/J DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt
ELIZABETH FIEDOREK - 0000006381	000000020096195	AD.64584.200000000370.1	GAX.64584.200000000395.1,0,1			01.0	00000.0	11100	10000	5800	00001100	11/2020	450.00	0.00	450.00
	000000020096195													Warrant Total:	450.00

Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Func/ Act	DOB/J DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt
GOLDEN VALLEY MUNICIPAL WATER DISTRICT - 0000007413	000000020096196	AD.64584.200000000359.1	GAX.64584.200000000395.1,0,1			01.0	00000.0	00000	82000	5565	00000000	11/2020	1,102.47	0.00	1,102.47
	000000020096196													Warrant Total:	1,102.47

Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Func/ Act	DOB/J DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt
KAISER FOUNDATION HEALTH PLAN, INC. - 0000007631	000000020094468	AD.64584.200000000358.1	GAX.64584.200000000380.1,0,1			01.0	00000.0	11100	10000	3411	00000000	11/2020	937.40	0.00	937.40
		AD.64584.200000000358.1	GAX.64584.200000000380.1,0,10			01.0	00000.0	00000	71500	3411	00000000	11/2020	448.00	0.00	448.00
		AD.64584.200000000358.1	GAX.64584.200000000380.1,0,2			01.0	65000.0	57700	11200	3411	00000000	11/2020	161.60	0.00	161.60

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Commercial Warrant Register
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Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr.	Goal/ Cat	Fund/ Act	DOB/ DREV/ BSA	School Location /Dept	APD/ Sub- FY	Distribution Amt	Additional Amt	Warrant Amt
KAISER FOUNDATION HEALTH PLAN, INC. - 0000007631	000000020694468	AD,64584,200000000358,1	GAX,64584,200000000380,1,0,3			01.0	00000.0	11100	10000	3412	00000000	11/2020	1,259.20	0.00	1,259.20
		AD,64584,200000000358,1	GAX,64584,200000000380,1,0,4			01.0	14000.0	00000	36000	3412	00000000	11/2020	339.80	0.00	339.80
		AD,64584,200000000358,1	GAX,64584,200000000380,1,0,5			13.0	53100.0	00000	37000	3412	00000000	11/2020	298.20	0.00	298.20
		AD,64584,200000000358,1	GAX,64584,200000000380,1,0,6			01.0	00000.0	00000	72000	3412	00000000	11/2020	1,092.80	0.00	1,092.80
		AD,64584,200000000358,1	GAX,64584,200000000380,1,0,7			01.0	00000.0	00000	81000	3412	00000000	11/2020	1,391.00	0.00	1,391.00
		AD,64584,200000000358,1	GAX,64584,200000000380,1,0,8			76.0	00000.0	00000	00000	9517	00000000	11/2020	600.00	0.00	600.00
		AD,64584,200000000358,1	GAX,64584,200000000380,1,0,9			01.0	00000.0	00000	27000	3411	00000000	11/2020	448.00	0.00	448.00
		AD,64584,200000000358,1	GAX,64584,200000000381,1,0,1			01.0	00000.0	11100	10000	3411	00000000	11/2020	937.40	0.00	937.40
		AD,64584,200000000358,1	GAX,64584,200000000381,1,0,10			01.0	00000.0	00000	27000	3411	00000000	11/2020	448.00	0.00	448.00
		AD,64584,200000000358,1	GAX,64584,200000000381,1,0,11			01.0	00000.0	00000	71500	3411	00000000	11/2020	448.00	0.00	448.00
		AD,64584,200000000358,1	GAX,64584,200000000381,1,0,2			01.0	65000.0	57700	11200	3411	00000000	11/2020	161.60	0.00	161.60
		AD,64584,200000000358,1	GAX,64584,200000000381,1,0,3			01.0	00000.0	11100	10000	3412	00000000	11/2020	1,259.20	0.00	1,259.20
		AD,64584,200000000358,1	GAX,64584,200000000381,1,0,4			01.0	14000.0	00000	36000	3412	00000000	11/2020	339.80	0.00	339.80
		AD,64584,200000000358,1	GAX,64584,200000000381,1,0,5			13.0	53100.0	00000	37000	3412	00000000	11/2020	298.20	0.00	298.20
		AD,64584,200000000358,1	GAX,64584,200000000381,1,0,6			01.0	00000.0	00000	72000	3412	00000000	11/2020	1,043.70	0.00	1,043.70
	AD,64584,200000000358,1	GAX,64584,200000000381,1,0,7			01.0	00000.0	00000	72000	3412	00000000	11/2020	49.10	0.00	49.10	

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Commercial Warrant Register
 05/01/2020 - 05/31/2020

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KAISER FOUNDATION HEALTH PLAN, INC. 0000007631	000000020094468	AD,64584,2000000003358,1	GAX,64584,2000000003381,1,0,8			01,0	00000,0	00000	81000	3412	00000000	11/2020	1,391.00	0.00	1,391.00	
		AD,64584,2000000003358,1	GAX,64584,2000000003381,1,0,9			76,0	00000,0	00000	00000	9517	00000000	11/2020	600.00	0.00	600.00	
		AD,64584,2000000003358,1	GAX,64584,2000000003382,1,0,1			01,0	00000,0	11100	10000	3411	00000000	11/2020	937.40	0.00	937.40	
		AD,64584,2000000003358,1	GAX,64584,2000000003382,1,0,10			01,0	00000,0	00000	27000	3411	00000000	11/2020	448.00	0.00	448.00	
		AD,64584,2000000003358,1	GAX,64584,2000000003382,1,0,11			01,0	00000,0	00000	71500	3411	00000000	11/2020	448.00	0.00	448.00	
		AD,64584,2000000003358,1	GAX,64584,2000000003382,1,0,2			01,0	65000,0	57700	11200	11200	3411	00000000	11/2020	161.60	0.00	161.60
		AD,64584,2000000003358,1	GAX,64584,2000000003382,1,0,3			01,0	00000,0	11100	10000	10000	3412	00000000	11/2020	1,259.20	0.00	1,259.20
		AD,64584,2000000003358,1	GAX,64584,2000000003382,1,0,4			01,0	14000,0	00000	36000	36000	3412	00000000	11/2020	339.80	0.00	339.80
		AD,64584,2000000003358,1	GAX,64584,2000000003382,1,0,5			13,0	53100,0	00000	37000	37000	3412	00000000	11/2020	298.20	0.00	298.20
		AD,64584,2000000003358,1	GAX,64584,2000000003382,1,0,6			01,0	00000,0	00000	72000	72000	3412	00000000	11/2020	1,043.70	0.00	1,043.70
		AD,64584,2000000003358,1	GAX,64584,2000000003382,1,0,7			01,0	00000,0	00000	72000	72000	3412	00000000	11/2020	49.10	0.00	49.10
		AD,64584,2000000003358,1	GAX,64584,2000000003382,1,0,8			01,0	00000,0	00000	81000	81000	3412	00000000	11/2020	1,391.00	0.00	1,391.00
		AD,64584,2000000003358,1	GAX,64584,2000000003382,1,0,9			76,0	00000,0	00000	00000	00000	9517	00000000	11/2020	600.00	0.00	600.00
		AD,64584,2000000003358,1	GAX,64584,2000000003382,1,0,1			01,0	00000,0	11100	10000	10000	3411	00000000	11/2020	937.40	0.00	937.40
		AD,64584,2000000003373,1	GAX,64584,200000000402,1,0,10			01,0	00000,0	00000	27000	27000	3411	00000000	11/2020	448.00	0.00	448.00
	AD,64584,2000000003373,1	GAX,64584,200000000402,1,0,11			01,0	00000,0	00000	71500	71500	3411	00000000	11/2020	448.00	0.00	448.00	
Warrant Total:													20,928.00			

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Commercial Warrant Register
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KAISER FOUNDATION HEALTH PLAN, INC. - 0000007631	000000020097691	AD.64584.2000000000373.1	GAX.64584.200000000402.1.0.2			01.0	65000.0	57700	11200	3411	00000000	11/2020	161.80	0.00	161.80	
		AD.64584.2000000000373.1	GAX.64584.200000000402.1.0.3			01.0	00000.0	11100	10000	3412	00000000	11/2020	1,259.20	0.00	1,259.20	
		AD.64584.2000000000373.1	GAX.64584.200000000402.1.0.4			01.0	14000.0	00000	36000	3412	00000000	11/2020	339.80	0.00	339.80	
		AD.64584.2000000000373.1	GAX.64584.200000000402.1.0.5			13.0	53100.0	00000	37000	3412	00000000	11/2020	298.20	0.00	298.20	
		AD.64584.2000000000373.1	GAX.64584.200000000402.1.0.6			01.0	00000.0	00000	72000	3412	00000000	11/2020	1,043.70	0.00	1,043.70	
		AD.64584.2000000000373.1	GAX.64584.200000000402.1.0.7			01.0	00000.0	00000	72000	3412	00000000	11/2020	48.10	0.00	48.10	
		AD.64584.2000000000373.1	GAX.64584.200000000402.1.0.8			01.0	00000.0	00000	81000	3412	00000000	11/2020	1,391.00	0.00	1,391.00	
		AD.64584.2000000000373.1	GAX.64584.200000000402.1.0.9			76.0	00000.0	00000	00000	9517	00000000	11/2020	600.00	0.00	600.00	
		000000020097691												Warrant Total:		6,976.00
	LOPEZ LANDSCAPING * 0000007713	000000020094021	AD.64584.200000000355.1	GAX.64584.200000000377.1.0.1			01.0	00000.0	00000	81000	5630	00000005	11/2020	250.00	0.00	250.00
	000000020094021												Warrant Total:		250.00	
MARY T. PIVETTI, M.ED - 000000889	000000020096197	AD.64584.200000000386.1	GAX.64584.200000000401.1.0.1			01.0	00000.0	11100	10000	5800	00001000	11/2020	900.00	0.00	900.00	
	000000020096197												Warrant Total:		900.00	
MOUNTAINSIDE DISPOSAL, INC. - 0000007576	000000020097692	AD.64584.200000000372.1	GAX.64584.200000000403.1.0.1			01.0	00000.0	00000	80000	5560	00000000	11/2020	214.96	0.00	214.96	
	000000020097692												Warrant Total:		214.96	

Report ID: FIN-AP-0004
 Run Date: 06/06/2020
 Run Time: 1:43:29 PM

Commercial Warrant Register
 05/01/2020 - 05/31/2020

Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Fund/ Act	DOBJ/ DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt
OVERDRIVE, INC. - 0000012288	000000020100409 000000020100409	AD.64584.200000000384.1	GAX.64584.200000000411.1,0,1			01.0	11000.0	11100	10000	4210	00000000	11/2020	250.00	0.00	250.00
													Warrant Total:		
													250.00	0.00	250.00
QUILL - 0000007767	000000020096198	AD.64584.200000000363.1	GAX.64584.200000000386.1,0,1			01.0	00000.0	11100	10000	4310	0000100	11/2020	77.06	0.00	77.06
		AD.64584.200000000363.1	GAX.64584.200000000387.1,0,1			01.0	00000.0	11100	10000	4310	0000100	11/2020	39.67	0.00	39.67
		AD.64584.200000000363.1	GAX.64584.200000000388.1,0,1			01.0	00000.0	00000	81100	4370	0000000	11/2020	5.00	0.00	5.00
		AD.64584.200000000363.1	GAX.64584.200000000389.1,0,1			13.0	53100.0	00000	37000	4790	0000000	11/2020	117.19	0.00	117.19
		AD.64584.200000000363.1	GAX.64584.200000000390.1,0,1			01.0	00000.0	00000	27000	4350	0000000	11/2020	85.79	0.00	85.79
		AD.64584.200000000363.1	GAX.64584.200000000391.1,0,1			01.0	00000.0	00000	27000	4350	0000000	11/2020	89.01	0.00	89.01
													Warrant Total:		
													78.28	0.00	78.28
													Warrant Total:		
													78.28	0.00	78.28
READY REFRESH BY NESTLE - 0000008917	000000020096199 000000020096199	AD.64584.200000000364.1	GAX.64584.200000000394.1,0,1			01.0	00000.0	00000	82000	5530	0000000	11/2020	10.50	0.00	10.50
													Warrant Total:		
													10.50	0.00	10.50
REVOLUTION FOODS, INC. - 0000095669	000000020096200 000000020096200	AD.64584.200000000369.1	GAX.64584.200000000384.1,0,1			13.0	53100.0	00000	37000	4710	0000000	11/2020	2,935.50	0.00	2,935.50
													Warrant Total:		
													2,935.50	0.00	2,935.50
SANTANA'S PUMPING - 0000012306	000000020100411	AD.64584.200000000385.1	GAX.64584.200000000378.1,0,1			01.0	00000.0	00000	81000	6250	0000005	11/2020	8,590.00	0.00	8,590.00
		AD.64584.200000000385.1	GAX.64584.200000000409.1,0,1			01.0	00000.0	00000	81000	6250	0000005	11/2020	7,365.00	0.00	7,365.00

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Commercial Warrant Register
 05/01/2020 - 05/31/2020

Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Func/ Act	DOB/J DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt
SANTANA'S PUMPING - 0000012306	000000020100411 000000020100694 000000020100894	AD,64584,2000000000386,1	GAX,64584,2000000000414,1,0,1			01,0	00000,0	00000	81000	6250	00000005	11/2020	3,664.41	0.00	15,955.00 3,664.41 3,664.41
Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Func/ Act	DOB/J DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt
SoCalGas - 0000007744	000000020096203 000000020096203 000000020097654 000000020097654	AD,64584,2000000000382,1 AD,64584,2000000000382,1 AD,64584,2000000000374,1	GAX,64584,2000000000396,1,0,1 GAX,64584,2000000000396,1,0,1 GAX,64584,2000000000408,1,0,1			01,0	00000,0	00000	82000	5520	00000005	11/2020	71.13 555.11 2.37	0.00 0.00 0.00	71.13 555.11 626.24 2.37
Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Func/ Act	DOB/J DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt
SOUTHERN CALIFORNIA EDISON - 000000123	000000020097683 000000020097683	AD,64584,2000000000377,1	GAX,64584,2000000000405,1,0,1			01,0	00000,0	00000	82000	5510	00000000	11/2020	558.76	0.00	558.76 558.76
Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Func/ Act	DOB/J DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt
STORER TRANSPORTATION - 0000007477	000000020096201 000000020096201	AD,64584,2000000000360,1	GAX,64584,2000000000382,1,0,1			01,0	00000,0	00000	38000	5812	00000000	11/2020	4,939.39	0.00	4,939.39 4,939.39
Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Func/ Act	DOB/J DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt
STUDIES WEEKLY - 0000100009	000000020096202 000000020096202	AD,64584,2000000000371,1	GAX,64584,2000000000385,1,0,1			01,0	11000,0	11100	10000	4210	00000000	11/2020	170.53	0.00	170.53 170.53
Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/ Cat	Func/ Act	DOB/J DREV/ BSA	School Location /Dept	APD/ FY	Distribution Amt	Additional Amt	Warrant Amt
TERESA LEGAULT - 0000009079	000000020096204 000000020096204	AD,64584,2000000000357,1	GAX,64584,2000000000400,1,0,1			01,0	00000,0	11100	10000	5800	00001000	11/2020	1,350.00	0.00	1,350.00 1,350.00

Report ID: FIN-AP-0004
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Commercial Warrant Register
 05/01/2020 - 05/31/2020

Vendor	Warrant Number	Warrant Disbursement Doc	Payment Request Doc	Vendor Invoice Number	Order Document	Fund /Sub-Fund	Resource /Project Yr	Goal/Cat	Fund/Act	DOBJ/DREVI/BSA	School Location /Dept	APD/FY	Distribution Amt	Additional Amt	Warrant Amt
TINYEY - 0000008958	000000020096205	AD,64584,2000000000365,1	GAX,64584,2000000000367,1,0,1			01,0	33100,0	57700	21000	5950	0000000	11/2020	512,25	0,00	512,25
	000000020096205														
VAR TECHNOLOGY FINANCE - 0000012281	000000020097695	AD,64584,2000000000378,1	GAX,64584,2000000000406,1,0,1			01,0	00000,0	11100	10000	6400	0000100	11/2020	815,39	0,00	815,39
	000000020097695														
													Warrant Total:	0,00	512,25
													Warrant Total:	0,00	815,39
													Disbursement Doc Count:	32	82,064,55
													Total:	0,00	82,064,55

Type of Disbursements	Daily	MTD	FYTD	Daily First Warrant	Daily Last Warrant	Disbursements
Automated Warrant Count	32	0	0	000000020094019	000000020100894	32
Manual Warrant Count	0	0	0			0

Fund	Warrant Amt
01,0	75,407,00
13,0	4,257,55
76,0	2,400,00

COVID-19 Operations Written Report

Local Educational Agency (LEA)	Contact Name and Title	Email and Phone	Date of Adoption
Gorman Joint School District	Johannis L. Andrews Superintendent/Principal	j.andrews@gormanschool.com 661 248-6441	June 16, 2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

Gorman Joint School District closed on March 16, 2020. Gorman provided distance learning opportunities to our students in the form of paper-pencil packets. The packets were distributed and collected weekly. To keep learning equitable for all students and due to lack of internet service in the mountain communities we serve, electronic devices and wi-fi hotspots were not distributed to students and online work was not required. Teachers kept office hours during the week and were available to parents and students through email, phone calls and Zoom meetings. The district continued to distribute breakfast and lunch to needy families five days a week through the end of the school year on June 2, 2020. We have successfully engaged families with online surveys. Our staff was able to complete our annual yearbook and distribute a copy to every student. Students and families have shared that they miss being in class with their teachers and fellow students. Our staff has also shared that they miss having students at the school site and are excited to have them back on campus next year.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

Equity was very important to our efforts to serve all of our students during the COVID-19 school closure. Communications made through our AERIES Communications system delivered in text, email and phone messages that were translated to Spanish for our EL parents. Breakfast and lunches were distributed to low-income students from March 16, 2020 through the end of the school year on June 2, 2020.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

Gorman Joint School District has provided distance learning paper-pencil packets to all of our students. Teachers created grade-appropriate lesson plans which were created using our district curriculum. The packets included all core subjects along with direct instructions to assist parents with following the plans. Manipulatives were included when needed. Teachers kept regular office hours and were available for student and parent support via email, text, phone calls and Zoom meetings. Families of students with IEPs during the closure were contacted several times via email and US mail, and via phone when we were able to reach them. They were provided with an exhaustive list of resources to assist them with basic family needs such as food and financial assistance as well as education resources and Social Emotional resources. Students

who received speech and language services were provided learning packets from the SLP because the families did not have internet access. Students with disabilities that require accommodations were given assignments reflecting their accommodations.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

Gorman Joint School District worked with our food service provider, Revolution Foods, to create a seamless transition when our schools closed on March 16, 2020. The USDA and CDE approved a non-congregate feeding waiver that has allowed us to provide meals under the Seamless Summer feeding option. We distributed food from the school site as well as from a restaurant that was centrally located for our families to pick up from. A waiver was approved so that children did not have to present when adults picked meals. Social distancing measures were taken to ensure safe transfer of food to our families.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Gorman Joint School District did not receive any requests for supervision of students during ordinary school hours because many parents were unemployed during the COVID-19 closures.

California Department of Education
May 2020

GORMAN SCHOOL DISTRICT

Education Protection Account – Prop 30 – Spending Plan

Presented to the Board of Directors on June 16, 2020

Proposition 30, *The Schools and Local Public Safety Protection Act of 2012*, approved by the voters on November 6, 2012, temporarily increased the state's sales tax rate for all taxpayers and the personal income tax rates for upper-income taxpayers. The revenue generated by the measure's temporary tax increases is included in the calculations of the Proposition 98 minimum guarantee—raising the guarantee by billions of dollars each year. A portion of the revenues therefore would be used to support increased school funding, with the remainder helping to balance the state budget. As of July 1, 2017, the only revenues generated for the EPA funds are from the increases on the personal income taxes of the upper-income taxpayers.

The revenues generated from Proposition 30 are being deposited into a state account called the Education Protection Account (EPA). School districts, county offices of education, and charter schools (LEAs) will receive funds from the EPA based on their proportionate share of the statewide revenue limit amount. A corresponding reduction is made to the LEA's revenue limit EPA entitlement for the year. LEAs receive quarterly payments of the EPA revenues.

Proposition 30 provides that all K-14 local agencies have the sole authority to determine how the funds received from the EPA are to be spent, but with these provisions:

- The spending plan must be approved by the governing board during a public meeting
- EPA funds cannot be used for the salaries or benefits of administrators or any other administrative costs
- EPA funds are only allowed to be spent on specific functions representing the types of activities
- Each year, the local agency must publish on its website an accounting of how much money was received from the EPA and how the funds were expended

The Education Protection Account (EPA) provides local educational agencies (LEAs) with general purpose state aid funding pursuant to Section 36 of Article XIII of the California Constitution. The EPA funding is a component of an LEA's total LCFF entitlement as calculated in the Principal Apportionment.

Gorman School District

2019-2020 EPA Entitlement (as of Feb 2020 before COVID-19 impact) \$141,109

It is being proposed that the EPA funds be used to cover salary and benefits costs of non-administrative certificated and classified staff as shown on the following budget plan.

Object	Function	Purpose	# of FTEs	Employee Group	2018-19 Actual Costs	2018-19 Projected Costs
1110	1000	Teachers	1.5	Certificated	84,678.34	90,000.00
1160	1000	Substitutes	1.5	Certificated	8,320.25	30,000.00
2210	3600	Aides - Van drivers - Pupil transportation	.25	Classified	2,100.63	5,405.50
3111	1000	Benefits	1.5	Certificated	31,179.48	9,714.59
3000	3600	Benefits - Pupil transportation	.25	Classified	5,985.20	4,398.91
4000						
5800	3600	Pupil transportation			4,108.10	1,590.00
		Total Expenditures			\$136,374.00	\$141,109.00
8012		EPA funds			\$135,983.00	\$141,109.00

The Board will be discussing the EPA Spending Plan at the June 16, 2020 board meeting.

The administration is requesting approval of the EPA Spending Plan.



PLEASE REMIT TO:
Aeries Software
 770 The City Dr. S.
 Suite 6500
 Orange, CA 92868

Renewal Notification RN-7339
DATE 05/01/2020
TERMS
P.O. NO.

BILL TO Gorman Joint School District
 P.O. Box 104
 Attn: Accounts Payable
 Gorman, CA 93243

This is a notification of your upcoming renewal. It is not due at this time, but because of budgetary issues, we wanted you to have it early in order to prepare for payment. If you have any questions, please contact Connie Castillo at conniec@aeries.com or 888-487-7555.

Message:

Quantity	Description	Unit Price	Start Date	End Date	Total Amount
1	Custom Pricing for Bundle ASP and Support & Maintenance Fee, SIS and S&M only.	3,500.00	07/01/2020	06/30/2021	\$3,500.00
4	Aeries ASP Additional/Prior Years Databases Maintenance & Support	200.00	07/01/2020	06/30/2021	\$800.00
1	Aeries Communications	2,500.00	07/01/2020	06/30/2021	\$2,500.00
SUBTOTAL					6,800.00
TOTAL					6,800.00
AMOUNT RECEIVED					\$
AMOUNT DUE					\$

GORMAN SCHOOL DISTRICT

Education Protection Account – Prop 30 – Spending Plan

Presented to the Board of Directors on June 16, 2020

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The administration is requesting approval of the EPA Spending Plan.

GORMAN SCHOOL DISTRICT
 49847 GORMAN SCHOOL ROAD
 PO BOX 104
 GORMAN, CA 93243

Purchase Order

Phone #	Fax #	Date	P.O. No.
661 248-6441	661 248-6849	5/20/2020	20-21-001

Vendor
MULTIPLE MEASURES, LLC 685 PLACERVILLE DRIVE #310 PLACERVILLE, CA, 95667

Ship To
GORMAN SCHOOL DISTRICT 49847 GORMAN SCHOOL RD. PO BOX 104 GORMAN, CA 93243

Account #

Item	Description	Qty	Rate	Amount
1	MULTIPLE MEASURES READY REPORTS FOR 20-21 SCHOOL YEAR TO BE BOARD APPROVED 6/16/20	1	1,500.00	1,500.00

01.0-00000.0-11100-10000-4340-0000100	Total \$1,500.00
---------------------------------------	-------------------------

Signature 

Multiple Measures, LLC

685 Placerville Drive #310
 Placerville, CA 95667
 Tax ID# 80-0171977

Invoice

Date	Invoice #
4/5/2020	68522

Bill To
Gorman Joint School District 49847 Gorman School Road Gorman, CA 93243

Ship To
Joe Andrews, Superintendent Gorman Joint School District 49847 Gorman School Road Gorman, CA 93243

P.O. Number	Terms	Rep	Ship	Via
Joe Andrews	Due on receipt	CAC	4/5/2020	Electronic

Quan...	Item Code	Description	Price Each	Amount
	MMARS	Multiple Measures Ready Reports™	1,500.00	1,500.00
	21-PREM	YOUR Premium Edition Subscription	0.00	0.00
	INTERIM	Interim Assessment 2020-21 Reporting (up to 3 different interim assessment types)	0.00	0.00
	SSR	Comprehensive Student Profile SSR	0.00	0.00
	DASH	CA Dashboard 2021 estimates (Academic Indicators)	0.00	0.00
	21-STATE	California 2021 State Test Reporting	0.00	0.00
	SBAC	includes: Smarter Balanced (SBAC)	0.00	0.00
	SCIE	includes: Science (CAST)	0.00	0.00
	CAA	includes: California Alternative Assessment (CAA)	0.00	0.00
	EL	includes: English Learner Tests (ELPAC)	0.00	0.00
	PFT	includes: Physical Fitness Test (PFT)	0.00	0.00
	RFEP	includes: English Learner Reclassification Candidates Lists	0.00	0.00
	EAP	includes: EAP - Early Assessment Program Status Lists	0.00	0.00
	TECHSUPPORT	Technical Support: Email, Phone, Live Chat, Remote Assistance	0.00	0.00
	ROSTER	Rostering: Subscribed year(s), prior years, and new school year	0.00	0.00
	UALIC	Role-based MMARS™ accounts for district & school administrators	0.00	0.00
	F_2021-A3CS	Additional No-Cost Services		
	F_SDASH	free: up to 3 additional interim assessments OR 1 custom test setup	0.00	0.00
	F_UTLIC	free: Student Dashboard / Look-up with Freehand Notes & Attachments	0.00	0.00
		free: Role-based Ready Reports™ accounts for teachers	0.00	0.00
		(If you require the PO# on the invoice, contact us asap for a revision)		
		*** Take a 5% DISCOUNT if PAID by May 15, 2020 ***		

For billing questions please call (530) 295-1262 or e-mail accounting@multiplemeasures.net.

Total \$1,500.00



Multiple Measures, LLC
 685 Placerville Drive #310
 Placerville, CA 95667
 (530) 295-1262
 www.k12multiplemeasures.com

Renewal Quotation Annual Subscription

April 5, 2020

Multiple Measures Assessment Reporting Service™

Johannis Andrews, Superintendent
 Gorman Joint USD
 49847 Gorman School Road
 Gorman, CA 93243

MMARS Ready Reports™ 2020-21 (includes 2020-21 CA State Reporting)

Prices and no-cost services offers are valid for orders placed on or before May 31, 2020

		<u>SSDA Discount</u>		Total
		# Students	Per-Student Amount	
MMARS Ready Reports™	(\$1,500 minimum)	82	\$1,500.00	\$1,500.00

Your Premium Edition subscription now includes

MMARS™ CA 2021 State Test Reporting (Smarter Balanced, ELPAC, CAST, CAA, PFT)	<i>included</i>
CA Dashboard 2021 Academic Indicator - early estimates	<i>included</i>
MMARS™ 2020-21 Interim / Benchmark / Periodic Test Reporting - includes loading of historical data, now	<i>included</i>
Individual Student-Centric Profile Reports (SSR) - full assessment history	<i>included</i>

Additional services, available NOW through June 30, 2021 at no-cost

Additional Interim Assessments OR Free Setup of your local/custom test	<i>free</i>
Student Dashboard - categorized, freehand notes, follow-ups, attachments, intervention, evidence, images	<i>free</i>
Teacher Accounts - role-based accounts for instant access to pre-built reports	<i>free</i>

Examples of available publisher assessments include:

Renaissance STAR, iReady, Dibels, NWEA-MAP, SRI-SMI, easyCBM, AimsWeb, DRA2, MARS qAssess, PSAT, The ACT, and more ...
 (we can report any publisher assessment ... just ask)

Grand Total \$1,500.00

10% discount available with a 2-year contract; 20% for 3 or more years



Multiple Measures, LLC
 685 Placerville Drive #310
 Placerville, CA 95667
 (530) 295-1262
www.k12multiplemeasures.com

Contract
Annual Subscription

Multiple Measures Assessment Reporting Service™

Johannis Andrews, Superintendent
 Gorman Joint USD
 49847 Gorman School Road
 Gorman, CA 93243

MMARS Ready Reports™ 2020-21
 (includes 2020-21 CA State Reporting)

*Prices and no-cost services offers are valid for orders placed
on or before May 31, 2020*

MMARS Ready Reports™	per quotation	Total \$1,500.00
Your Premium Edition subscription now includes		
MMARS™ CA 2021 State Test Reporting (Smarter Balanced, ELPAC, CAST, CAA, PFT)		<i>Included</i>
CA Dashboard 2021 Academic Indicator - early estimates		<i>included</i>
MMARS™ 2020-21 Interim / Benchmark / Periodic Test Reporting		<i>included</i>
Individual Student-Centric Profile Reports (SSR) - full assessment history		<i>included</i>
Additional services, available NOW through June 30, 2021 at no-cost		
Additional Interim Assessments OR Free Setup of your local/custom test		<i>free</i>
Student Dashboard - categorized, freehand notes, follow-ups, attachments, intervention, evidence, images		<i>free</i>
Teacher Accounts - role-based accounts for instant access to pre-built reports		<i>free</i>
Grand Total		\$1,500.00

10% discount available with a 2-year contract; 20% for 3 or more years

Multiple Measures pricing policy

- Our price quotations are based on the most recent enrollment counts, as published and verified by CDE at their DataQuest website.
- Since many students take multiple tests, multiple times per year, and some take none -- our pricing is based on enrollment, not number tested.
- These special offers and pricing are valid only for orders placed on or before May 31, 2020.

Product, Services & Terms:

- 1) Data loading and reporting for current contract term and up to 4 years prior data.
- 2) Free unlimited customer support (email, live chat, telephone, website, and remote online assistance).
- 3) Full use and remote training for district and school administrators; Ready Reports™ Inbox for teachers.
- 4) Enrollment counts are those published at the CDE DataQuest website for the most recent academic year.
- 5) License runs one calendar year from date of signed contract.
- 6) Contract will renew automatically unless written notice is received 30 days prior to contract end date.

Signature: _____

Printed Name: _____

Date: _____

PO #: _____

Book Systems, Inc.
 Huntsville, AL 35816
 4901 University Sq Ste. 3
 Huntsville, AL 35816
 Fed ID# 63-1070850

Statement

Date
5/1/2020

To:
Gorman School Attn: Accounts Payable Po Box 104 Gorman, CA 93243

		Amount Due	Amount Enc.		
		\$255.00			
Date	Transaction	Amount	Balance		
04/02/2020	INV #118234. Due 05/02/2020. Orig. Amount \$255.00. Gorman School --- 60-SC4A, 1 @ \$200.00 = 200.00 --- 60-SEA, 1 @ \$55.00 = 55.00 --- Tax: CA - Los Angeles Co. 10.00% @ 10.0% = 0.00	255.00	255.00		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
255.00	0.00	0.00	0.00	0.00	\$255.00

Book Systems, Inc.

Huntsville, AL 35816
 4901 University Sq Ste. 3
 Huntsville, AL 35816
 Fed ID# 63-1070850

Invoice

DATE	INVOICE #
4/2/2020	118234

BILL TO	SHIP TO
Gorman School Lise Wastafarro PO Box 104 Gorman, CA 93243	Gorman School Lise Wastafarro 49847 Gorman School Rd. Gorman, CA 93243

P.O. NUMBER	TERMS	REP	SHIP
	Net 30	MSB	4/2/2020

QTY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
1	60-SC4A	Concourse Single-User Version CSA	200.00	200.00
		Yearly from July 1, 2020-June 30, 2021		
1	60-SEA	eZcat CSA Yearly Contract from July 1, 2020-June 30, 2021	55.00	55.00
		Sales Tax	10.00%	0.00

Thank you for choosing Book Systems for your automation needs.	Subtotal	\$255.00
	Balance Due	\$255.00

Sales	Fax	E-mail	Web Site	Support
800-219-6571	256-536-1175	accounting@booksys.com	http://www.booksys.com	888-289-1216



Dear Valued Customer,

According to our records, the Customer Service Agreement (CSA) for the products or services purchased from Book Systems will soon expire.

For your convenience, we have enclosed an invoice listing your product's CSA and the expiration date(s).

In order to continue receiving customer service and support, you will need to renew your CSA and remit payment within approximately 60-days from the date of invoice.

You may renew your support in the following ways:

- Attach a copy of this letter to your Purchase Order or to your check and mail it to:

Book Systems, Inc.
Attn: CSA Renewal
4901 University Square, Ste. 3
Huntsville, AL 35816

- FAX your Purchase Order to (800) 230-4183
- Call your Account Manager at (800) 219-6571

Should you have any questions, comments, or special needs related to the enclosed invoice, please contact our Accounts Receivable Department at (800) 219-6571 or (256) 533-9746.

Benefits of software support.

- Telephone (Toll-free) and email access to our Technical Support Specialists
- Automatic shipment of new releases and updates of your licensed software
- Access to Book Systems' Customer Listserv and Support Forum
- Access to periodic special offers available only to customers with current CSA

We sincerely appreciate your business.

Book Systems, Inc.

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Fiscal Year

Certification 5: Participating Local Educational Agency

The SELPA shall include a signed copy of the following local educational agency (LEA) certification for each participating agency when submitting the original, or revised local plan Governance and Administration (Section B).

LEA

The LEA certifies the SELPA local plan has been adopted by the LEA/county local governing board(s) and is the basis for the operation and administration of special education programs. The LEA will meet all applicable requirements of special education state and federal laws and regulations, and state policies and procedures. Be it further resolved, the LEA superintendent shall administer the local implementation of policies, procedures, and practices in accordance with special education state and federal laws, rules, and regulations, which will ensure full compliance. The Superintendent certifies the LEA is participating in a:

- Single LEA SELPA Multi-LEA SELPA

This Governance and Administration was:

Adopted on the day of ,
Yeas Nays

The superintendent, or chief administrator of the LEA ensures the current local plan: Governance and Administration (Section B), Annual Budget Plan (Section D), and Annual Services Plan (Section E), including updates or revisions to Sections B, D, E, and/or Attachments, is posted on the LEA web site, is on file at each LEA, and is available to any interested party.

Web address where the SELPA local plan, including all sections, is posted.

LEA Superintendent/Chief Administrator

Date

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LOCAL PLAN

Section B: Governance and Administration

SPECIAL EDUCATION LOCAL PLAN AREA



California Department of Education

Special Education Division

January 2020

Section B: Governance and Administration

SELPA ANTELOPE VALLEY

Fiscal Year 2020-21

B. Governance and Administration

California Education Code (EC) sections 56195 et seq. and 56205

Participating Local Educational Agencies

Participating local educational agencies (LEAs) included in the Special Education Local Plan Area (SELPA) local plan must be identified in Attachment I.

Special Education Local Plan Area—Local Plan Requirements

1. Describe the geographic service area covered by the local plan:

The following Los Angeles County local educational agencies:

- ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT
- ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT
- EASTSIDE UNION SCHOOL DISTRICT
- GORMAN JOINT SCHOOL DISTRICT
- HUGHES-ELIZABETH LAKES UNION SCHOOL DISTRICT
- KEPPEL UNION SCHOOL DISTRICT
- LANCASTER ELEMENTARY SCHOOL DISTRICT
- PALMDALE ELEMENTARY SCHOOL DISTRICT
- WESTSIDE UNION SCHOOL DISTRICT
- WILSONA ELEMENTARY SCHOOL DISTRICT

join together to adopt a plan to assure access to special education and services for all individuals with exceptional needs residing in the geographic area served by these local educational agencies (LEAs), hereinafter known as the Antelope Valley Special Education Local Plan Area (SELPA).

2. Describe the SELPA regional governance and administrative structure of the local plan. Clearly define the roles and structure of a multi-LEA governing body, or single LEA administration as applicable:

The administrative organization of the Antelope Valley Local Plan for Special Education, hereinafter referred to as the Local Plan, incorporates the management staff from all participating LEAs into a framework that provides direct supervision over all programs and the necessary coordination of regionalized services. The respective governing boards, superintendents, and administrators of special education all provide appropriate support to the implementation of the Local Plan within their LEA. The LEA governing

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boards appoint their superintendent as their designee for the approval and review of all policies, procedures, programs, and fiscal decisions in the implementation of the SELPA Local Plan. The Superintendents' Council, as the governance council, provides support to the SELPA Program Administrator and is the decision-making entity for the Local Plan. In adopting the completed plan, each participating LEA agrees to carry out the duties and responsibilities assigned to it within the plan. Participating agencies may enter into additional contractual arrangements to meet the requirements of applicable federal and state law.

The Superintendents' Council shall be composed of the superintendents from each participating LEA. The governance council shall:

- Determine general guidelines and procedures for the implementation of the Local Plan.
- May utilize existing superintendent meetings as the basis for Council meetings, with agenda items for SELPA, as necessary.
- Establish procedures to supervise and evaluate the SELPA Program Administrator's performance, including discipline as may be necessary.
- As the designee for the LEA, adopt policies for the SELPA in the implementation of the Local Plan.
- Review and take action on program transfer requests
- Establish and promote a Community Advisory Committee (CAC)
- Review and consider comments from the CAC
- Take action on the Annual Budget and Services Plans

The Superintendents' Council shall have the exclusive right to decide the following:

- Any matter involving a material change to the SELPA's budget.
- Any matter involving the allocation of special education funding to each participating LEA.
- Any appointment of, or material changes to the staff members of the SELPA, including the SELPA Program Administrator.
- Approval of any charter school or LEA's application for LEA status within the SELPA.

The Superintendents' Council Voting:

- A designee may represent a member of the Superintendents' Council, provided that the name and title of the designee is given to the SELPA Program Administrator in writing prior to the meeting. The designee must have the authority to commit LEA resources.
- A quorum shall consist of one-half plus one of the members or designees represented.
- Each member or designee shall have one vote.
- Every act or decision done or made by the members and/or designees present at a meeting shall be by two-thirds vote of those members present during the vote.

The responsibilities of the SELPA Program Administrator shall include, but not be limited to, the following:

- Assist the superintendents upon request.
- Prepare Superintendents' Council agendas and distribute them in advance of scheduled meetings.
- Designate and/or serve as an ad hoc member of the CAC.
- Advise the Superintendents' Council of any action related to policies and/or procedures, distribution of state or federal funding, and/or program development
- Compile data and submit reports as required and/or requested by the County Office and California Department of Education.
- Submit any waivers necessary for the implementation of the Local Plan.
- Monitor the appropriate use of IDEA, Regionalized Service Program Specialist funds, and state and federal grants for special education.
- Monitor and sign all purchase orders for low incidence materials and equipment.
- Oversee and monitor LEA data and review submission processes.
- May convene and dissolve working committees from the member LEAs in an advisory capacity to the

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SELPA Program Administrator in support of the local plan.

- Gather input from LEA program and business staff to formulate policy and procedure recommendations for Superintendents' Council action related to:
 - The distribution of state and federal funds among the LEAs
 - Special education program needs, policies, procedures, agreements, and forms; and the development and implementation of personnel development programs.
- Provide LEA program staff with a venue for sharing ideas regarding issues such as IEP development and implementation, curriculum scope and sequence, student performance targets, assessments, instructional best practices, and day-to-day operations.
- Oversee the recruitment, supervision, and evaluation of SELPA staff

The Community Advisory Committee (CAC) acts as an advisory body to the governance council and are responsible for the following:

- Carry out a series of educational trainings for all parents based on the results of a needs assessment and/or requests from CAC membership.
- Encourage community involvement in the development and review of the Local Plan by inviting members to participate in SELPA review committee.
- Support other activities on behalf of students with disabilities through involvement of community-wide projects and community resource directory as determined by the CAC Board.
- Assist in parent awareness of the importance of regular school attendance through educational trainings
- Advise the governance council regarding policy making and the development, implementation and review of the Local Plan. The SELPA governance council shall review and consider comments from the CAC.
- The CAC shall be composed of parents of individuals with exceptional needs enrolled in public or private schools, parents of general education pupils, individuals with exceptional needs enrolled in special education programs, adults with disabilities, general education teachers, special education teachers, other school personnel, representatives of public and private agencies, and persons concerned with the needs of individuals with exceptional needs.
- All board meetings of the CAC shall be held according to federal and state law, including the Brown Act. Announcements of CAC meetings and activities will be posted by the member LEAs and on the SELPA website.

3. Describe the SELPA's regional policy making process. Clearly define the roles of a multi-LEA governing body, or single LEA administration as applicable related to the policy making process for coordinating and implementing the local plan:

The LEA governing boards appoint their superintendent as their designee for the approval and review of all policies, procedures, program and fiscal decisions in the implementation of the SELPA Local Plan.

Local board policy of each member LEA of the SELPA shall indicate that the LEA is responsible for educating students with disabilities in the least restrictive environment. Placement in special education programs or services occurs only when the nature or severity of the disability is such that the student's education, even with the use of modifications of the general educational program or use of supplementary aids or programs, cannot be achieved satisfactorily in the general education setting.

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4. Clearly define the roles of the County Office of Education (COE) as applicable, and/or any other administrative supports necessary to coordinate and implement the local plan:

The SELPA shall submit the Local Plan to the superintendent of the Los Angeles County Office of Education for approval. If the County Superintendent does not approve the plan, the County office shall return the plan with comments and recommendations to the LEA(s). The LEAs participating in the plan may appeal the decision to the Superintendent of Public Instruction (E.C. 56140(b) (2)).

5. Describe the policies and procedures of the SELPA that allow for the participation of charter schools in the local plan:

The SELPA shall follow Antelope Valley SELPA local policy L-8 (SP: L-8) when charter schools apply to be part of the SELPA Local Plan.

6. Identify and describe the representation and participation of the SELPA community advisory committee (CAC) pursuant to EC Section 56190 in the development of the local plan:

The CAC acts as an advisory body to the policy and administrative entity in the development, amendment, and review of the Local Plan. The Local Plan for special education shall be updated cooperatively by a committee of representatives of special and general education teachers and administrators selected by the groups they represent and with participation by parent members of the CAC, or parents selected by the CAC.

7. Describe the SELPA's process for regular consultations regarding the plan development with representative of special education and regular education teachers, and administrators selected by the groups they represent and parent members of the CAC:

To ensure adequate and effective communication, the Local Plan will be developed, revised or updated cooperatively by a committee. The committee will include administrators, special/general education teachers and parent(s) selected by the group they represent. The parent(s) will be members of the Community Advisory Committee (CAC) or selected by the CAC. The SELPA Program Administrator or designee will serve as committee chairperson.

8. Identify and describe the responsible local agency (RLA), Administrative Unit (AU), or other agency who is responsible for performing tasks such as the receipt and distribution of funds, provision of administrative support, and coordination and implementation of the plan:

The Palmdale Elementary School District has been designated as the Administrative Unit (AU) or Responsible Local Agency (RLA) for the Antelope Valley SELPA. The AU shall be responsible for functions including, but not limited to:

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- Receipt and distribution of any funds for the operation of special education programs to appropriate accounts.
- Receipt and distribution of special education funds to accounts exclusively designated for SELPA use.
- Provision of administrative support to the SELPA office.
- Employment of SELPA staff to support SELPA operations.
- Upon recommendation of the SELPA Superintendents' Council, the Administrative Unit's governing Board shall review and act on SELPA operational items such as contracts or other requisite matters as needed to support the Local Plan.

9. Describe the contractual agreements and the SELPA's system for determining the responsibility of participating agency for the education of each student with special needs residing within the geographical area served by the plan:

The SELPA will facilitate agreements for the provision and coordination of services by other public agencies that are funded to serve children with disabilities. The SELPA Program Administrator shall develop, agree to and maintain Interagency agreements and/or memorandums of understanding necessary to support the implementation of the Local Plan, and as required by legal mandates, have been developed with agencies such as Regional Center. Other interagency agreements and/or memorandums of understanding will be developed as needed in support of the local plan. Copies of these documents can be requested through the SELPA office.

10. For multi-LEA local plans, specify:

a. The responsibilities of each participating COE and LEA governing board in the policymaking process:

The governing board of each LEA shall approve its participation in the Antelope Valley SELPA Local Plan for Special Education.

The local governing board responsibilities include, but are not limited to:

- Approval of the Local Plan.
- Appointing their superintendent as their designee for the approval and review of all policies, procedures, program and fiscal decisions in the implementation of the SELPA Local Plan.
- Provide input on SELPA policies and procedures through the superintendent of the LEA as needed.
- Exercise authority over, assume responsibility for, and be fiscally accountable for special education programs operated by the agency.
- Adoption of policies and procedures for special education programs and services within their LEA.
- Appointment of members to the SELPA Community Advisory Committee.
- Ensure LEA compliance with all elements of the Local Plan.
- Other duties as required by federal and state law

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b. The responsibilities of the superintendents of each participating LEA and COE in the implementation of the local plan:

The superintendent of each LEA retains responsibility for the administration of programs operated by his/her LEA. The superintendent shall provide, as necessary, direct support to his/her staff in planning, establishing, and implementing policy decisions. In addition, each superintendent shall:

- Assure that the provisions of the Local Plan are implemented in the LEA in compliance with State Education Code and Federal IDEA.
- Calendar items requiring local board approval.
- Direct the activities of administrators of special education in coordinating the administration of the Local Plan.
- Assure that required data is submitted to the SELPA and/or administrative agency in a timely fashion.
- Assure that appropriate facilities and support services such as transportation are available to meet the needs of students with disabilities residing in the geographical area covered by the Local Plan.
- Other duties as required by federal and state law.

c. The responsibilities of each LEA and COE for coordinating the administration of the local plan:

The LEA Special Education Administrator and/or designee ('administrators') shall direct the operation of the special education programs and services that are operated by the LEA. In addition, the administrators shall assist in the coordination of the administration of the Local Plan as follows:

- Serve in an advisory capacity to the SELPA Program Administrator.
- Are employed by their respective LEA and are responsible to their LEA superintendent.
- Are responsible for the coordination of special education services and programs within their agencies and for the implementation of the Local Plan within their LEAs.
- Assign staff as required to assist in the development of regionalized services including, but not limited to, the development of a coordinated child find identification, placement and referral system, personnel, and curriculum development activities, and evaluation and program review/monitoring activities.
- Making available a free appropriate public education to all children residing in the LEA between the ages of birth through 21 inclusive, including students with disabilities who have been suspended or expelled from school.
- Identifying and serving students in medical facilities, foster care, or Licensed Childcare Institute (LCI) pursuant to federal and state law.
- Developing and providing programs and services for all eligible students residing in the LEA and for students attending private schools.
- Organize, administer, and supervise the activities of local IEP Teams and participate in regional IEP Teams as required.
- Ensuring participation in state and LEA-wide assessments.

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- Operating all special education programs and services in accordance with federal and state laws and regulations.
- Organize the activities of the Resource Specialist Program (RSP) and assure that the programs comply with the provisions pursuant to EC 56362.
- Ensure equal access to all programs within the SELPA for students with disabilities by:
 - Use of common forms and web-based IEP development system
 - Acceptance of all students with disabilities appropriately referred to regionalized programs across LEAs
 - Assure the availability of programs as needed
- Assure that required information, reports and necessary waivers are submitted to the SELPA Program Administrator in a timely manner.
- Completing state and federal report requirements in a timely manner, including CALPADS reports
- Coordinate and conduct LEA special education monitoring and review activities as required.
- Implement and monitor any corrective actions findings for all monitoring and review activities.
- Respond to compliance and due process complaints and implement required corrective actions, if needed.
- Forward to the SELPA Program Administrator, copies of all monitoring activities and reviews, Office of Civil Rights, due process, and state-level complaint findings.
- Perform other duties necessary to coordinate the administration of the local plan.

11. Identify the respective roles of the RLA/AU, the SELPA administrator, and the individual LEAs associated with the SELPA related to:

a. The hiring, supervision, evaluation, and discipline of the SELPA administrator and staff employed by the AU in support of the local plan:

- The RLA/AU is responsible for the recruitment and hiring of the SELPA Program Administrator and staff. The selection of the SELPA Program Administrator candidate for the position shall be the sole responsibility and decision of the Superintendents' Council.
- The Superintendents' Council shall jointly supervise and evaluate the SELPA Program Administrator's performance, including implementing disciplinary action as may be necessary.
- The SELPA Program Administrator oversees the recruitment, supervision and evaluation of SELPA staff.
- The individual LEAs will provide representation in the interview panel for the hiring of SELPA staff, as needed.

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b. The local method used to distribute federal and state funds to the SELPA RLA/AU and to LEAs within the SELPA:

All federal and state special education funds shall be allocated to the SELPA for distribution to member LEAs according to an approved Special Education Funding Allocation Plan. It shall be the sole decision of the Superintendents' Council regarding any changes to the allocation of federal and state special education funds. The SELPA Program Administrator is responsible to ensure that the funds are distributed in accordance with the Funding Allocation Plan.

The RLA/AU shall be responsible for functions including, but not limited to:

- Receipt and distribution of any funds for the operation of special education programs to appropriate SELPA accounts.
- Receipt and distribution of special education funds to accounts exclusively designated for SELPA use.

The SELPA shall be responsible for functions including, but not limited to the distribution of funds for the operation of special education program to appropriate accounts of member LEAs.

c. The operation of special education programs: education programs:

Specific duties of the RLA/AU:

- The AU shall be responsible for receipt of and distribution of any funds for the operation of special education programs in accordance with the provisions of the Education Code Section 56836.

Specific duties of the SELPA Program Administrator:

- Coordinate implementation of all components of the Local Plan
- Develop and maintain interagency agreements with appropriate public agencies to ensure a full range of special education programs and services.
- Monitor and ensure appropriate use of federal, state, and local funds allocated for special education operations.
- Provide LEA program staff with a venue for sharing ideas regarding issues such as IEP development and implementation, curriculum scope and sequence, student performance targets, assessments, instructional best practices, and day-to-day operations.
- Provide technical assistance to LEAs with non-public schools and agencies, including distribution of a Master Contract template and rate negotiations.

Specific duties of the individual LEAs:

- Coordinating and conducting child find activities
- Making available a free appropriate public education to all students residing in the LEA and/or Local Plan

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- geographic area
- Developing and providing programs and services for all eligible students residing in the LEA and for students attending private schools and attending regional programs.
 - Identifying and serving students in medical facilities, foster care, or Licensed Children's Intuition (LCI) pursuant to federal and state law.
 - Ensuring participation in state and district-wide assessments.
 - Operating all special education programs and services in accordance with federal and state laws and regulations and in alignment with SELPA policies/procedures

d. Monitoring the appropriate use of federal, state, and local funds allocated for special education programs:

- Specific duties of the RLA/AU:
The AU, as the grantee of federal funds from the California Department of Education (CDE), shall distribute all or part of the federal funds received to the SELPA through a sub-grantee process and shall annually conduct and report to the CDE the required MOE information. The AU will provide consultation and support to the SELPA related to the monitoring of the appropriate use of federal, state and local funds used for special education programs.
- Specific duties of the SELPA Program Administrator:
The SELPA Program Administrator or designee shall be responsible to monitor, at a minimum annually, the appropriate use of all funds allocated for special education programs and services. Final determination and monitoring regarding the appropriate use of special education funds shall be made through the required annual MOE reports and Annual Budget Plan submitted to the CDE.
- Specific duties of the individual LEAs:
The individual LEAs, along with support from the SELPA Program Administrator, shall ensure that the funds received from part B of the IDEA will be expended in accordance with the applicable provisions of the IDEA; will be used to supplement state, local, and other Federal funds and not to supplant those funds; and will not be used to reduce the level of local funds and/or combined level of local and state funds expended for the education of students with disabilities except as provided in Federal law and regulations.

12. Describe how specialized equipment and services will be distributed within the SELPA in a manner that minimizes the necessity to serve students in isolated sites and maximizes the opportunities to serve students in the least restrictive environments:

The SELPA and individual LEAs will ensure that specialized equipment is accessible to students and in alignment with federal and state law (e.g., AB 650). Specialized equipment and services will be provided at the site where the Individualized Education Program (IEP) team has determined provides the program/ services where the student with a free and appropriate public education is served in the least restrictive

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environment.

Low Incidence funds may be used for all pupils with low incidence disabilities as defined in law (hearing impairments, visual impairments, severe orthopedic impairments or any combination thereof) where an IEP team has determined the pupil meets eligibility requirements for a low incidence disability and the specialized equipment and/or services are recommended in the student's IEP. The SELPA Low Incidence Committee shall be responsible for ensuring LEAs following the SELPA Low Incidence Disability Policy.

The LEA is responsible for providing a student with disabilities who requires the use of an assistive technology device, as noted in their IEP, with continued access to that device, or to a comparable device, when the student, because of enrollment in another LEA, ceases to be enrolled in that LEA. This responsibility is in force until alternative arrangements for providing the student with continuous access to the assistive technology device, or to a comparable device, can be made or until two months have elapsed from the date that the student ceased to be enrolled in that LEA, whichever occurs first (EC 56040.3).

Policies, Procedures, and Programs

Pursuant to EC sections 56122 and 56205(a), the SELPA ensures conformity with Title 20 *United States Code (USC)* and in accordance with Title 34 *Code of Federal Regulations (CFR)* Section 300.201 and has in effect policies, procedures, and programs. For each of the following 23 areas, identify whether, or not each of the following provisions of law are adopted as stated. If the policy is not adopted as stated, briefly describe the SELPA's policy for the given area. In all cases, provide the SELPA policy and procedure numbers; the document title; and the physical location where the policy can be found.

1. Free Appropriate Public Education: 20 USC Section 1412(a)(1)

Policy/Procedure Number: SP:M-6

Document Title: Free Appropriate Public Education

Document Location: Antelope Valley SELPA Office

"It shall be the policy of this LEA that a free appropriate public education is available to all children with disabilities residing in the LEA between the ages of 3 and 21, inclusive, including children with disabilities who have been suspended or expelled from school." The policy is adopted by the SELPA as stated:

Yes No

2. Full Educational Opportunity: 20 USC Section 1412(a)(2)

Policy/Procedure Number: SP:M-7

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Document Title:

Document Location:

"It shall be the policy of this LEA that all children with disabilities have access to educational programs, non-academic programs, and services available to non-disabled children." The policy is adopted by the SELPA as stated:

Yes No

3. Child Find: 20 USC Section 1412(a)(3)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that all children with disabilities residing in the State, including children with disabilities who are homeless or are wards of the State and children with disabilities attending private schools, regardless of the severity of their disabilities, who are in need of special education and related services, are identified, located, and evaluated. A practical method has been developed and implemented to determine which children with disabilities are currently receiving needed special education and related services." The policy is adopted by the SELPA as stated:

Yes No

**4. Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP):
20 USC Section 1412(a)(4)**

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that an IEP, or an IFSP that meets the requirements of 20 USC Section 1436 (d), is developed, implemented, reviewed, and revised for each child with a disability who requires special education and related services in accordance with 20 USC Section 1414 (d). It shall be the policy of this LEA that a of an IEP will be conducted on at least an annual basis to review a student's progress and make appropriate revisions." The policy is adopted by the SELPA as stated:

Yes No

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5. Least Restrictive Environment: USC Section 1412(a)(5)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the general educational environment, occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily." The policy is adopted by the SELPA as stated:

Yes No

6. Procedural Safeguards: 20 USC Section 1412(a)(6)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that children with disabilities and their parents shall be afforded all procedural safeguards according to state and federal laws and regulations." The policy is adopted by the SELPA as stated:

Yes No

7. Evaluation: 20 USC Section 1412(a)(7)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that a reassessment of a child with a disability shall be conducted at least once every three years or more frequently, if appropriate." The policy is adopted by the SELPA as stated:

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Yes No

8. Confidentiality: 20 USC Section 1412(a)(8)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that the confidentiality of personally identifiable data, information, and records maintained by the LEA relating to children with disabilities and their parents and families shall be protected pursuant to the Family Educational Rights and Privacy Act, non-academic programs, and services available to non-disabled children." The policy is adopted by the SELPA as stated:

Yes No

9. Part C to Part B Transition: 20 USC Section 1412(a)(9)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that children participating in early intervention programs under the Individuals with Disabilities Education Act (IDEA), Part C, and who will participate in preschool programs, experience a smooth and effective transition to preschool programs in a manner consistent with 20 USC Section 1437(a)(9). The transition process shall begin prior to the child's third birthday."The policy is adopted by the SELPA as stated:

Yes No

10. Private Schools: 20 USC Section 1412(a)(10)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to assure that children with disabilities voluntarily enrolled by their parents in private schools shall receive appropriate special education and related services pursuant to

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LEA coordinated procedures. The proportionate amount of federal funds will be allocated for the purpose of providing special education services to children with disabilities voluntarily enrolled in private school by their parents." The policy is adopted by the SELPA as stated:

Yes No

11. Local Compliance Assurances: 20 USC Section 1412(a)(11)

Policy/Procedure Number: SP:M-3

Document Title: Local Compliance Assurances

Document Location: Antelope Valley SELPA Office

"It shall be the policy of this LEA that the local plan shall be adopted by the appropriate local board(s) (district/county) and is the basis for the operation and administration of special education programs, and that the agency(ies) herein represented will meet all applicable requirements of state and federal laws and-regulations, including compliance with the IDEA; the Federal Rehabilitation Act of 1973, Section 504 of Public Law; and the provisions of the California EC, Part 30." The policy is adopted by the SELPA as stated:

Yes No

12. Interagency: 20 USC Section 1412(a)(12)

Policy/Procedure Number: SP:M-26

Document Title: Interagency

Document Location: Antelope Valley SELPA Office

"It shall be the policy of this LEA that interagency agreements or other mechanisms for interagency coordination are in effect to ensure services required for free appropriate public education are provided, including the continuation of services during an interagency dispute resolution process." The policy is adopted by the SELPA as stated:

Yes No

13. Governance: 20 USC Section 1412(a)(13)

Policy/Procedure Number: SP:M-8

Document Title: Governance

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"It shall be the policy of this LEA to support and comply with the provisions of the governance bodies and any necessary administrative support to implement the local plan. A final determination that an LEA is not eligible for assistance under this part will not be made without first affording that LEA with reasonable notice and an opportunity for a hearing through the State Education Agency." The policy is adopted by the SELPA as stated:

Yes No

14. Personnel Qualifications

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to ensure that personnel providing special education related services are appropriately and adequately prepared and trained, and that those personnel have the content knowledge and skills to serve children with disabilities. This policy shall not be construed to create a right of action on behalf of an individual student for the failure of a particular LEA staff person to be highly qualified or to prevent a parent from filing a State complaint with the California Department of Education (CDE) about staff qualifications." The policy is adopted by the SELPA as stated:

Yes No

15. Performance Goals and Indicators: 20 USC Section 1412(a)(15)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to comply with the requirements of the performance goals and indicators developed by the CDE and provide data as required by the CDE." The policy is adopted by the SELPA as stated:

Yes No

16. Participation in Assessments: 20 USC Section 1412(a)(16)

Policy/Procedure Number:

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Document Title: Participation in Assessments

Document Location: Antelope Valley SELPA Office

"It shall be the policy of this LEA that all students with disabilities shall participate in state and district-wide assessment programs described in 20 USC Subsection 6311. The IEP team determines how a student will access assessments with or without accommodations, or access alternate assessments where necessary and as indicated in their respective Reps.." The policy is adopted by the SELPA as stated:

Yes No

17. Supplementation of State, Local, and Federal Funds: 20 USC Section 1412(a)(17)

Policy/Procedure Number: SP:M-20

Document Title: Supplementation of State, Local, and Federal Funds

Document Location: Antelope Valley SELPA Office

"It shall be the policy of this LEA to provide assurances that funds received from Part B of the IDEA will be expended in accordance with the applicable provisions of the IDEA, and will be used to supplement and not to supplant state, local, and other federal funds." The policy is adopted by the SELPA as stated:

Yes No

18. Maintenance of Effort: 20 USC Section 1412(a)(18)

Policy/Procedure Number: SP:M-12

Document Title: Maintenance of Effort

Document Location: Antelope Valley SELPA Office

"It shall be the policy of this LEA that federal funds will not be used to reduce the level of local funds and/or combined level of local and state funds expended for the education of children with disabilities except as provided in federal laws and regulations." The policy is adopted by the SELPA as stated:

Yes No

19. Public Participation: 20 USC Section 1412(a)(19)

Policy/Procedure Number: SP:M-19

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Policy/Procedure Title:

Document Location:

"It shall be the policy of this LEA that public hearings, adequate notice of the hearings, and an opportunity for comments are available to the general public, including individuals with disabilities and parents of children with disabilities, and are held prior to the adoption of any policies and/or regulations needed to comply with Part B of the IDEA." The policy is adopted by the SELPA as stated:

Yes No

20. Suspension and Expulsion: 20 USC Section 1412(a)(22)

Policy/Procedure Number:

Document Title:

Document Location:

"The LEA assures that data on suspension and expulsion rates will be provided in a manner prescribed by the CDE. When indicated by data analysis, the LEA further assures that policies, procedures, and practices related to the development and implementation of the IEPs will be revised." The policy is adopted by the SELPA as stated:

Yes No

21. Access to Instructional Materials: 20 USC Section 1412(a)(23)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to provide instructional materials to blind students or other students with print disabilities in a timely manner according to the state-adopted National Instructional Materials Accessibility Standard." The policy is adopted by the SELPA as stated:

Yes No

22. Over-identification and Disproportionality: 20 USC Section 1412(a)(24)

Policy/Procedure Number:

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Document Title:

Document Location:

"It shall be the policy of this LEA to prevent the inappropriate over-identification or disproportionate representation by race and ethnicity of children as children with disabilities." The policy is adopted by the SELPA as stated:

Yes No

23. Prohibition on Mandatory Medicine: 20 USC Section 1412(a)(25)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to prohibit school personnel from requiring a student to obtain a prescription for a substance covered by the Controlled Substances Act as a condition of attending school or receiving a special education assessment and/or services." The policy is adopted by the SELPA as stated:

Yes No

Administration of Regionalized Operations and Services

Pursuant to EC sections 56195.7(c), 56205(a)(12)(B), 56368, and 56836.23, describe the regionalized operation and service functions. Descriptions must include an explanation of the direct instructional support provided by program specialists; and the respective roles of the RLA/AU, the SELPA administrator, and the individual LEAs associated with the SELPA. Information provided should include the reference number, document title, and the location (e.g., SELPA office) for each function:

1. Coordination of the SELPA and the implementation of the local plan:

Reference Number:

Document Title:

Document Location:

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Description:

Applicable

Role of the RLA/AU:
 • The AU receives and maintains accountability for fiscal and accounting records in accordance with federal and state requirements and submitting reports to appropriate authorities.

Role of the Administrator of the SELPA:
 The SELPA Program Administrator will:
 • Ensure that the local plan is implemented and will make recommendations to the Superintendents' Council when revisions are needed.
 • Facilitate development and approval of SELPA policies and procedures necessary to implement the local plan.

Role of the individual LEAs:
 • Ensure a full continuum of services/supports are available in order to provide a free and appropriate public education to all students with disabilities for whom they are responsible.
 • Through their representative at the Superintendents' Council, will review and approve policies and procedures to implement the Local Plan.

2. Coordinated system of identification and assessment:

Reference Number: AV-301

Document Title: Identification, Referral and Referral for Initial Assessment

Document Location: Antelope Valley SELPA Office

Description:

Direct Instructional support provided by the program specialist:
 • The program specialist(s) will observe, consult and assist service providers and member LEAs.

Role of the RLA/AU: Not Applicable

Role of the Administrator of the SELPA:
 • The SELPA Program Administrator
 o Ensures each LEA conducts child find activities.
 o Provides technical support to LEAs and guidance to parents as needed.
 o Participates in child find activities by establishing policies and

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procedures for the member LEAs.
Role of the individual LEAs:
• Each LEA is responsible for identifying and assessing all students for whom they are responsible.

3. Coordinated system of procedural safeguards:

Reference Number: 3

Document Title: Local Plan Section B Governance and Administration: Administration of Regionalized Operations and Services

Document Location: Antelope Valley SELPA Office

Description: Direct Instructional support provided by the program specialist:
The program specialist(s) provides:
• Support to LEAs by coordinating trainings in alternate dispute resolution proactive strategies such as a facilitated IEP.
• Assists parents with accessing information related to filing complaints with the CDE and/or Office of Administrative Hearings when requested.
• Assures procedural safeguards are in place by providing technical assistance and guidance on forms and procedures to LEAs in the areas related to assessment, identification, and placement.

Role of the RLA/AU: Not Applicable

Role of the Administrator of the SELPA:
The SELPA Program Administrator
• Facilitates the use of a facilitated IEP process to assist both LEAs and parents to resolve conflicts.
• Assists parents with filing complaints with the CDE and/or Office of Administrative Hearings when requested.
• Provides guidance to LEAs on procedural safeguards.
• Assures procedural safeguards are in place by providing technical assistance and guidance on forms and procedures to LEAs in the areas of assessment, identification, and placement.
• Provides parents with a copy of procedural safeguards upon request and maintains a copy on their website.

Role of the individual LEAs:
LEAs will:
• Provide procedural safeguards to parents consistent with the education code and ensure that the safeguards are implemented.

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- Assist parents in understanding of procedural safeguards.
- Assist LEAs with filing a complaint with CDE and/or the Office of Administrative Hearings when requested.
- Utilize alternative dispute resolution processes such as a facilitated IEP whenever possible and as applicable.

4. Coordinated system of staff development and parent and guardian education:

Reference Number:

SP:M-4

Document Title:

Comprehensive System of Personnel Development (CSPD)

Document Location:

Antelope Valley SELPA Office

Description:

Direct Instructional support provided by the program specialist:
The program specialist(s) will support parent education and staff development, program development and innovative methods and approaches within the SELPA.

Role of the Administrator of the SELPA:

On an annual basis, input is collected from the Special Education Administrators from member LEAs and staff to determine the staff development needs that the SELPA is requested to provide. On an annual basis, the Community Advisory Committee will provide input on the parent and guardian education needs. The SELPA Administrator or designee will coordinate and/or provide needed trainings and supports as requested or determined appropriate for each member LEA.

Role of the RLA/AU: Not Applicable

Role of the individual LEAs:

LEAs will determine their staff development and parent/guardian education needs, based on their locally identified requirements. LEAs will seek assistance and staff and professional development from the SELPA when needed.

5. Coordinated system of curriculum development and alignment with the core curriculum:

Reference Number:

SP:M-4

Document Title:

Comprehensive System of Personnel Development (CSPD)

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Document Location:

Antelope Valley SELPA Office

Description:

Direct Instructional support provided by the program specialist:
 The program specialist(s) will coordinate curriculum development and resources and technical assistance to LEAs when requested in the SELPA.

Role of the RLA/AU: Not Applicable

Role of the Administrator of the SELPA:
 The SELPA Program Administrator will provide technical assistance and staff development as requested or determined appropriate for member LEAs.

Role of the individual LEAs:
 Individual LEAs will determine needs for curriculum development and alignment with the core curriculum, based on their locally identified needs. LEAs will seek technical assistance and staff and professional development from the SELPA when needed.

6. Coordinated system internal program review, evaluation of the effectiveness of the local plan, and implementation of the local plan accountability system:

Reference Number:

6

Document Title:

Local Plan Section B Governance and Administration: Administration of Regionalized Operations and Services

Document Location:

Antelope Valley SELPA Office

Description:

Direct Instructional support provided by the program specialist:
 When requested, the program specialist(s) will assist LEAs to evaluate effectiveness of programs for students with disabilities.

Role of the RLA/AU:
 The AU, as the grantee for state and federal funds, will monitor the SELPA funding allocations and distributions to member LEAs.

Role of the Administrator of the SELPA:
 The SELPA will:

- Review Annual Performance Reports, California School Dashboard, and other data sources with LEA administrators
- Review Annual Budget Plan by Superintendents, CAC and other interested parents, community or educational groups
- Review Annual Service Plan by Superintendents, CAC and other

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interested parents, community or educational groups

- Review of the SELPA Funding Allocation Plan by the Superintendents to ensure appropriate distribution of funds.

Role of the individual LEAs:
LEAs will:

- Review and monitor Annual Performance Reports, California School Dashboard, and other data sources to ensure SWDs receive a free appropriate public education.
- Engage in monitoring activities as required by the CDE.

7. Coordinated system of data collection and management:

Reference Number: 7

Document Title: Local Plan Section B Governance and Administration: Administration of Regionalized Operations and Services

Document Location: Antelope Valley SELPA Office

Description:

Direct Instructional support provided by the program specialist: Not Applicable

Role of the RLA/AU: Not Applicable

Role of the Administrator of the SELPA:
The SELPA will approve the California Longitudinal Assessment and Pupil Data System (CALPADS) submission of each member LEA as required by the California Department of Education. The SELPA will provide technical assistance and training to LEAs as requested and/or deemed necessary by the SELPA.

Role of the individual LEAs:
LEAs are responsible for data entry, quality and integrity. LEAs will ensure that CALPADS submissions are in a timely manner and as required by the California Department of Education.

8. Coordination of interagency agreements:

Reference Number: SP:M-26

Document Title: Interagency Coordination

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Document Location: Antelope Valley SELPA Office

Description: Direct Instructional support provided by the program specialist: Not Applicable
Role of the RLA/AU: Not Applicable
Role of the Administrator of the SELPA:
The SELPA Administrator, or designee, will review, revise, or develop interagency agreements as required to implement the plan. The SELPA Administrator will ensure that interagency agreements are in place as required by California Education Code and provide technical assistance and dispute resolution as needed.
Role of the individual LEAs:
LEA will support and implement interagency agreements developed and agreed to by the SELPA .

9. Coordination of services to medical facilities:

Reference Number: 9

Document Title: Local Plan Section B Governance and Administration: Administration of Regionalized Operations and Services

Document Location: Antelope Valley SELPA Office

Description: Direct Instructional support provided by the program specialist:
The program specialist(s) shall provide technical assistance to LEAs when requested to ensure that students have full educational opportunities regardless of district of special education accountability.
Role of the RLA/AU: Not Applicable
Role of the Administrator of the SELPA:
The SELPA Program Administrator will facilitate the coordination of services to students in medical facilities within the geographic area of the SELPA and by the designated LEAs.
Role of the individual LEAs:
Individuals with exceptional needs who are placed in a public hospital, state licensed children's hospital, psychiatric hospital, proprietary hospital, or a health facility for medical purposes are the educational

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responsibility of the LEA in which the hospital or facility is located.

10. Coordination of services to licensed children's institutions and foster family homes:

Reference Number: 10

Document Title: Local Plan Section B Governance and Administration: Administration of Regionalized Operations and Services

Document Location: Antelope Valley SELPA Office

Description: Direct Instructional support provided by the program specialist:
The program specialist(s) shall provide technical assistance to LEAs when requested to ensure that students have full educational opportunities regardless of district of special education accountability.

Role of the RLA/AU: Not Applicable

Role of the Administrator of the SELPA:
The SELPA Program Administrator will facilitate the coordination of services to students in licensed children's institutions and foster homes within the geographic area of the SELPA and by the designated LEAs.

Role of the individual LEAs:
Special education services for students with disabilities residing in foster family homes or licensed children's institutions shall be the responsibility of the LEA in which the foster family home or the licensed children's institution is located, unless based on education code there is another district of special education accountability which would be responsible.

11. Preparation and transmission of required special education local plan area reports:

Reference Number: 11

Document Title: Local Plan Section B Governance and Administration: Administration of Regionalized Operations and Services

Document Location: Antelope Valley SELPA Office

Direct Instructional support provided by the program specialist: Not Applicable

Role of the RLA/AU:

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Description:

The AU is responsible for completing required accountability and fiscal reports on behalf of the SELPA.

Role of the Administrator of the SELPA:
The SELPA Program Administrator will ensure preparation and timely submission of required reports and provide technical assistance to LEAs in completing said reports.

Role of the individual LEAs:
Individual LEAs will submit required reports and/or data in order for the SELPA to submit timely reports.

12. Fiscal and logistical support of the CAC:

Reference Number: 12

Document Title: Local Plan Section B Governance and Administration: Administration of Regionalized Operations and Services

Document Location: Antelope Valley SELPA Office

Description:

Direct Instructional support provided by the program specialist-
The program specialist(s) will provide logistical support to the CAC.

Role of the RL/AU: The AU will approve those expenses deemed appropriate and approved by the Superintendents' Council and/or SELPA Program Administrator.

Role of the Administrator of the SELPA:
The SELPA Program Administrator will provide fiscal and logistical support for CAC meetings, events, and trainings that are approved by the Superintendents' Council when required.

Role of the individual LEAs:
The LEA superintendents through the Superintendents' Council will ensure that the SELPA has appropriate fiscal and logistical support for the CAC. LEA Special Education administrators shall facilitate communication between their CAC representative and their LEA.

13. Coordination of transportation services for individuals with exceptional needs:

Reference Number: 13

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Document Title:	Local Plan Section B Governance and Administration: Administration of Regionalized Operations and Services
Document Location:	Antelope Valley SELPA Office
Description:	<p>Direct Instructional support provided by the program specialist: The program specialist(s) will provide staff development as needed or requested by member LEAs.</p> <p>Role of the RLA/AU: Not Applicable</p> <p>Role of the Administrator of the SELPA: The SELPA Program Administrator will provide technical assistance as needed or requested by LEAs.</p> <p>Role of the individual LEAs: Each individual LEA will be responsible for providing transportation for their students with disabilities as determined by their IEP teams.</p>

14. Coordination of career and vocational education and transition services:

Reference Number:	14
Document Title:	Local Plan Section B Governance and Administration: Administration of Regionalized Operations and Services
Document Location:	Antelope Valley SELPA Office
Description:	<p>Direct Instructional support provided by the program specialist: The program specialist(s) will support staff development, program development, and innovation of special methods and approaches. The program specialist(s) will collaborate with outside agencies to support transition as needed or requested.</p> <p>Role of the RLA/AU: Not Applicable</p> <p>Role of the Administrator of the SELPA: The SELPA Administrator will provide staff and professional development and technical assistance as needed or requested. The SELPA Administrator will ensure appropriate interagency agreements are in place and facilitate connection to agencies, as appropriate.</p> <p>Role of Individual LEAs:</p>

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Individual LEAs will provide career and vocational education and transition services as required under state and federal law as appropriate. LEAs will also coordinate with local agencies (e.g., Regional Center and Department of Rehabilitation).

15. Assurance of full educational opportunity:

Reference Number: SP:M-7

Document Title: Full Educational Opportunity

Document Location: Antelope Valley SELPA Office

Description:

Direct Instructional support provided by the program specialist:
The program specialist(s) shall provide technical assistance to LEAs when requested to ensure that students have full educational opportunities regardless of district of special education accountability.

Role of the RLA/AU: Not Applicable

Role of the Administrator of the SELPA:
Through approval of the Annual Services Plan the SELPA Program Administrator will ensure that the full continuum of services is provided. The SELPA Program Administrator will assist with Inter-SELPA Transfers, as needed. Additionally, professional development and technical assistance is available upon request or as determined needed by the SELPA for LEAs and/or nonpublic schools.

Role of the individual LEAs:
Each LEA, through their representative to the Superintendents' Council will determine the regional programs required to meet the needs of the students with disabilities within the SELPA. Additionally, each LEA is responsible for providing a full continuum of services in collaboration with the SELPA and supporting those regional programs provided by their LEA.

16. Fiscal administration and the allocation of state and federal funds pursuant to EC Section 56836.01—The SELPA Administrator's responsibility for the fiscal administration of the annual budget plan; the allocation of state and federal funds; and the reporting and accounting of special education funding.

Reference Number: Not Applicable

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Document Title: Agreement Between the Palmdale School District and the LEAs of the Antelope Valley Special Education Local Plan Area (SELPA)

Document Location: Antelope Valley SELPA Office

Description: Direct Instructional support provided by the program specialist: Not Applicable

Role of the RLA/AU: The AU will work collaboratively with the SELPA to ensure that the distribution of funds are in alignment with the Funding Allocation Plan. The AU shall be responsible for functions including, but not limited to:

- Receipt and distribution of any funds for the operation of special education programs to appropriate accounts.
- Receipt and distribution of special education funds to accounts exclusively designated for SELPA use.

Role of the Administrator of the SELPA:
The SELPA Program Administrator will

- Ensure that the distribution and allocation of funds to member LEAs is in alignment with the Funding Allocation Plan.
- Review, monitor and submit required fiscal reports as identified by the California Department of Education.
- Review and submit the Annual Budget Plan

Role of the individual LEAs:
The individual LEAs through representation to the Superintendents' Council, determine and approve the allocation of funds to the member LEAs and the Annual Budget Plan. The LEAs will submit required fiscal reports as required by state and federal law.

17. Direct instructional program support that maybe provided by program specialists in accordance with EC Section 56368:

Reference Number: 17

Document Title: Local Plan Section B Governance and Administration: Administration of Regionalized Operations and Services

Document Location: Antelope Valley SELPA Office

Direct Instructional support provided by the program specialist: Under the direction of the SELPA Program Administrator, direct

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instructional program support that may be provided by the program specialist(s) which shall include, but are not limited to:

- Conduct observations, consult with and assist special and general education staff, administrators, and parents regarding appropriate services for students with disabilities.
- Participate and provide technical support in program development.
- Coordinate curricular resources and take leadership in ensuring the use of appropriate instructional methods, strategies, interventions and resources are utilized.
- Facilitate the development and implementation of staff development and parent education activities.

Role of the RLA/AU: Not Applicable.

Role of the Administrator of the SELPA:
The SELPA Program Administrator will supervise and evaluate the SELPA program specialist(s) and provide training and guidance to the program specialist(s) as need.

Role of the individual LEAs:
The program specialist(s) will provide direct instructional support to LEAs as requested or determined necessary.

Special Education Local Plan Area Services

1. A description of programs for early childhood special education from birth through five years of age:

Reference Number: AV 100

Document Title: Early Childhood Special Education Birth through Five Years of Age

Document Location: Antelope Valley SELPA Office

Palmdale School District (PSD) is the regional provider for Early Start services for all member Local Educational Agencies (LEAs). PSD serves all solely low incidence (visually, hearing, or orthopedically impaired) identified children birth-3 years of age, providing service coordination and special education and related services. The Antelope Valley SELPA and member LEAs will make timely referrals to the Regional Center for potentially eligible infants and toddlers with additional needs.
See Memorandum of Understanding between the Antelope Valley

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Description:

SELPA and the North Los Angeles County Regional Center related to services for children aged birth to three years.

Referrals for students ages 3, 4, and 5 who are not in transitional kindergarten or kindergarten are made to the child's school district of residence/special education accountability. Preschool special education services are provided to students with IEPs in a variety of ways according to LEA procedures. Some LEAs offer individual and small group instruction in special education class settings. LEAs may work collaboratively to provide regionalized preschool services and/or programs within the SELPA. Some 3, 4 and 5-year old preschoolers with disabilities are enrolled in state preschool programs or Head Start as part of their IEP and receive special education and related services to support progress in that setting.

2. A description of the method by which members of the public, including parents or guardians of individuals with exceptional needs who are receiving services under the local plan, may address questions or concerns to the SELPA governing body or individual administrator:

Reference Number: 2

Document Title: Local Plan Section B Governance and Administration: Special Education Local Plan Area Services

Document Location: Antelope Valley SELPA Office

Description: Members of the public, including parents or guardians of students with disabilities, may address questions or concerns to the governing boards of each LEA, the Superintendents' Council, the LEA Special Education Administrators, the SELPA Program Administrator, and/or the CAC.

3. A description of a dispute resolution process, including mediation and final and binding arbitration to resolve disputes over the distribution of funding, the responsibility for service provision, and the other governance activities specified within the local plan:

Reference Number: Section 18

Document Title: Agreement Between the Palmdale School District and the LEAs of the Antelope Valley Special Education Local Plan Area (SELPA)

Document Location: Antelope Valley SELPA Office

In the event of a disagreement among the local educational agencies, local educational agencies and the Administrative Unit, local educational

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agencies and/or the Administrative Unit and the SELPA regarding the distribution of funding, responsibility for service provision and any other governance activities specified in the Local Plan, it is the intent of the Superintendents' Council that issues be resolved at the lowest level possible in the SELPA's governance structure. The Superintendents' Council is the board of last resort. This process is intended to resolve disagreements within a period of 45 days, but is not intended to undermine local authority.

If a local educational agency disagrees with a decision or practice of another agency or the SELPA Office, that local educational agency has a responsibility to discuss and attempt resolution of the disagreement with the party, or parties directly involved. The parties involved will present the issues to their respective superintendents or designees who will attempt to resolve the matter. Either party may request direct assistance of the SELPA Program Administrator or designee, or Chairperson of the Superintendents' Council. If this process fails, the parties may pursue a meeting on the issues and resolution with the Superintendents' Council in closed session. The decision of the Superintendents' Council shall be final.

All LEA boards must approve the Local Plan for final submission to the State. If any board fails to approve the Local Plan, that board shall notify all other participating agencies of the reason for not approving the plan and request that the Administrative Unit (AU) Superintendent or designee conduct a meeting on the merits of the local board's objections and negotiate a settlement. If negotiations cannot be settled, the superintendent shall convene a three-person panel as follows: (1) one person selected by the LEA objecting to the plan, (2) one person selected by one of the LEAs agreeing to the plan, and (3) one person selected by mutual agreement of the other two appointees within five days. The decision of the panel will be binding for all parties involved in the dispute.

4. A description of the process being used to ensure a student is referred for special education instruction and services only after the resources of the regular education program have been considered and, where appropriate, utilized:

Reference Number: SP:M-11

Document Title: Least Restrictive Environment

Document Location: Antelope Valley SELPA Office

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Description:

The SELPA provides a full continuum of services to students identified with disabilities, including students in charter schools, alternative education, and students who are not in residence but approved to attend the LEA. Services are provided through each of the member LEAs. The referral, assessment, and Individual Education Program (IEP) process is utilized to identify the needs of each individual student with disabilities. The LEA ensures that supplemental aids and services are provided in the Least Restrictive Environment (LRE). A student shall be referred for special educational instruction and services only after the resources of the regular education program have been considered and where appropriate, utilized.

5. A description of the process being used to oversee and evaluate placements in nonpublic, nonsectarian schools and the method of ensuring that all requirements of each student's individualized education program are being met. The description shall include a method for evaluating whether the student is making appropriate educational progress:

Reference Number: Policy SP:M-7; AR:M7a

Document Title: Full Educational Opportunities

Document Location: Antelope Valley SELPA Office

Description:

Each LEA, or SELPA on behalf of the LEA, shall oversee and evaluate placements in nonpublic, nonsectarian school placements for students. The LEA/SELPA shall ensure that the students' IEPs are being implemented.

6. A description of the process by which the SELPA will fulfill the obligations to provide free and appropriate public education (FAPE) to a student age 18 to 21 (or age 22 under the circumstances described in EC 56026(c)(4)) who has been incarcerated in a county jail and remains eligible for special education services:

The obligation to make FAPE available extends to those otherwise-eligible adults in county jail, age 18 to 21, who: (a) had been identified as a child with a disability and had received services in accordance with an IEP, but left school prior to their incarceration; or (b) did not have an IEP in their last educational setting, but had actually been identified as a child with a disability. (EC Section 56040)

It is the responsibility of the district of residence (DOR) to provide special education services and related services to an adult student in county jail who remains eligible for these services and wishes to receive them. The DOR is the district in which the student's parents resided when the student turned 18, unless and until the parents move to a new DOR. For conserved students, the

Section B: Governance and Administration

SELPA ANTELOPE VALLEY

Fiscal Year 2020-21

DOR is based on the residence of the conservator. (EC Section 56041)

Reference Number: AV 300

Document Title: Incarcerated Youth in County Jails

Document Location: Antelope Valley SELPA Office

Description:

The LEAs of the SELPA shall:

- Seek out eligible adults residing within its boundaries
- Review and revise IEPs as necessary, including conducting annual reviews
- Determine whether the qualified individual wishes to receive FAPE and if so ensure FAPE is provided with consent

The following special education requirements do not apply to eligible individuals who are convicted as adults under State law and incarcerated in adult prisons:

- Eligible individuals are exempt from
 - o State and LEA-wide assessment programs
 - o Transition Planning and transition services
 - o IEP team may modify the individual's IEP or placement notwithstanding the least restrictive environment requirement if there is a security or compelling penological interest that cannot otherwise be accommodated.



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Antelope Valley SELPA Local Plan 2020-21

Board Agenda Item

Summary

Background: The XX School District is a member of the Antelope Valley Special Education Local Plan Area (SELPA). The purpose of the SELPA is to ensure that all students with disabilities living within its boundaries will be provided a free appropriate public education as required by the Federal Individuals with Disabilities Education Act (IDEA) and California Education Code. The Local Plan contains a governance and administration section that includes policies and procedures for the provision of special education services by all Local Educational Agencies (LEAs) within the SELPA.

The Antelope Valley SELPA Local Plan was last fully revised in 2007 and at that time required subsequent approval by all participating LEAs within the SELPA.

Discussion: Under the trailer bill language of the adopted budget in 2018, AB 1808, the Governor required all Special Education Local Plan Areas (SELPAs) to develop a local plan that conformed to a template to be provided by the California Department of Education (CDE). CDE developed the Section B template for the Local Plan titled Governance and Administration to be used by all SELPAs in the State. Section B, Governance and Administration, requires Antelope Valley SELPA member LEA board approval.

A local plan committee was formed in the Antelope Valley SELPA consistent with the required stakeholders per education code. Stakeholders included both general and special education teachers and administrators along with parent representatives of students with disabilities for the Antelope Valley SELPA's Community Advisory Committee. The language within the current Local Plan was used to satisfy the majority of requirements of the new template. Additional language was developed, reviewed, and recommended by the committee for parts of the new template that were in excess of the current Local Plan. The required sections of the Local Plan using the new templates from CDE (i.e., Section B- Governance and Administration, Section D- Annual Budget Plan and Section E- Services Plan) were approved unanimously by the Antelope Valley SELPA Superintendents' Council on May 28, 2020. The meeting was held consistent with the Brown Act and Governor Newsom's Executive Order 29-20 to allow the public an opportunity to participate and comment.

Following approval by the Superintendents' Council, the Local Plan Section B Governance and Administration, must be approved by all governing boards of participating LEAs and by the Los Angeles County Office of Education (LACOE). These approvals of the Local Plan will be submitted to the California Department of



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Education (CDE). Upon final approval by, the Local Plan must be posted on the website of each LEA, the Antelope Valley SELPA, and LACOE.

Local Plan Sections

Section A, Contacts and Certifications

Section B, Governance and Administration, must be reviewed every three years

Section D, Annual Budget plan, must be developed and approved annually

Section E, Annual Services Plan, must be developed and approved annually



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Antelope Valley SELPA Local Plan 2020-21

Board Action Item

Subject	Approval of the Antelope Valley SELPA Local Plan- Amended
Type	Action
Recommended Action	It is recommended the Governing Board approve the Antelope Valley SELPA Local Plan template Section B, Governance and Administration, indicating that the Local Plan has been adopted and is the basis for the operation and administration of special education programs.
Fiscal Impact:	There is no anticipated fiscal impact with approval of the Local Plan.

The Antelope Valley SELPA Local Plan is required to be updated on a periodic basis to reflect possible changes in legal references and compliance with the California Education Code. Under the trailer bill language of the adopted budget in 2018, AB 1808, the Governor required all Special Education Local Plan Areas (SELPAs) to develop a local plan that conformed to a template to be provided by the California Department of Education (CDE). CDE developed Section B for the Local Plan titled Governance and Administration to be used by all SELPAs in the state. Section B, Governance and Administration, requires Antelope Valley SELPA member LEA board approval.

Patricia Edwards, President
Steve Sonder, Clerk
Ryan Ralphs, Member



Johannis Andrews,
Superintendent/Principal

**Gorman Joint
School District**
49847 Gorman School Road
P.O. Box 104
Gorman, CA 93243
(661) 248-6441 – FAX (661) 248-0604

**RESOLUTION #18-19-20
TO ORDER BIENNIAL GOVERNING BOARD ELECTION**

Order of Election for the Gorman Joint School District of Los Angeles County, California.

RESOLUTION ORDERING GOVERNING BOARD MEMBER ELECTION

RESOLVED that pursuant to Education Code (EC) §§5000-5030, the Los Angeles County Superintendent of Schools (County Superintendent) is hereby ORDERED to call an election for the purpose, and in accordance with the designations contained in the following specifications of the Election Order made under the authority of EC §5302, §5304, and §5322.

SPECIFICATIONS OF THE ELECTION ORDER

The election shall be held on Tuesday, November 3, 2020. The polling hours shall be from 7:00 a.m. to 8:00 p.m. on multiple days at the Voting Centers leading up to Election Day.

The purpose of the election is to submit to the voters of the district the question of whether two members shall be elected to a four year term and one member will be elected to fill the remainder of a term vacated by the resignation of a board member in 2020, on the Governing Board of the Gorman Joint School District.

The Los Angeles County Registrar-Recorder/County Clerk (Registrar-Recorder) will perform all the duties incident to the preparation for and holding of the above-mentioned election. The Gorman Joint School District will pay the costs of the election. If any agency holds an election on November 3, 2020, the Gorman Joint School District shall pay its pro rata share pertaining to the conduct of this election and shall be under the provisions of the appropriate sections of the Education and Election Codes.

IT IS FURTHER ORDERED that the Clerk of the district is hereby directed to furnish two copies of this order to the County Superintendent not less than 130 days prior to the date set for the election.

The foregoing Resolution and Order was adopted and affirmed by the Governing Board of Gorman Joint School District of Los Angeles County, being the Board authorized by law to make the designations contained therein, by formal vote as follows:

Ayes: _____ Nays: _____ Absent: _____

Signed by the Clerk of the Governing Board: _____

I hereby certify that the foregoing is a full, true, and correct transcript of a resolution duly adopted by the Governing Board named therein at a duly constituted meeting of the said Governing Board, held on June 16, 2020, as it appears upon the minutes of the said meeting on June 16, 2020.

Signed by the Clerk of the Governing Board: _____

REGISTRAR-RECORDER INFORMATION

Public Notice Election Announcement

Listing of two (2) newspapers: AV Press, The Mountain Enterprise



**Interactive
Educational
Services, Inc.**

5401 Business Park South
Suite 108
Bakersfield, CA 93309

Phone: 661-859-1900
Fax: 661-859-1840

www.iescentral.com
e-mail: info@iescentral.com

Invoice

BILL TO
Gorman Joint School District P.O. Box 104 Gorman, CA 93243

DATE	INVOICE #
7/1/2020	184553

P.O. NO.	TERMS
WH-2020-21	Due on receipt

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Annual recurring hosting and maintenance fee - July 1, 2020 to June 30, 2021	1	750.00	750.00
Note - A late charge of \$10.00 per month will be added to past due amount.		Total	\$750.00



Patricia Edwards, President
Steve Sonder, Clerk
Ryan Ralphs, Member

Johannis Andrews,
Superintendent/Principal

Gorman Joint School District

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RESOLUTION #20-19-20

RESOLUTION TO IDENTIFY THE AMOUNT OF BUDGET REDUCTIONS NEEDED IN 2020-21, 2021-22 AND 2022-23 AND TO REQUIRE THAT A LIST OF BUDGET REDUCTIONS FOR 2020-21, 2021-22 AND 2022-23 BE INCLUDED IN THE 2020-21 FIRST INTERIM REPORT.

WHEREAS, the Board of Education has a fiduciary duty to meet its financial obligations in the current fiscal year and two subsequent fiscal years pursuant to Education Code 42127; and

WHEREAS, in submitting the 2020-21 Budget, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current and subsequent two fiscal years. At this time, there is a high degree of uncertainty due to COVID – 19, the State’s reduction or delay of Districts’ revenue, and the rate of economic recovery, which would implement proposed trigger reductions for 2020-21 and forward. With the 2020-21 Budget submission, the Board is providing a budget balancing plan along with an implementation timeline for fiscal year 2020-21, and

WHEREAS, in the event that further cuts take place, additional reductions in revenue occur, and increased costs to provide education services to our students under new COVID – 19 requirements, the District’s funding may be reduced further than on the proposed Adopted Budget Report 2020-2021. The Board acknowledges that the District has addressed the need for a contingency plan with the appropriate Board options by which to address this potential reduction in funding/increased expenditures. This plan will allow the District to maintain fiscal solvency for both 2020-21 and 2021-22. A more refined and specific plan will be submitted with the District’s 2020-21 First Interim based upon the budget planning recommendations issued by the Los Angeles County Office of Education. Any additional updates to that plan will be dependent on the adopted 2020-21 State Budget.

WHEREAS, in preparing the 2020-21 Adopted Budget, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current year and the subsequent two fiscal years. If necessary, it is recognized that based on the Governor’s May Revision to the proposal for the 2020-21 State Budget, that the Board will implement \$100,000 in ongoing budget reductions in 2020-21 and an additional \$100,000 of reductions in 2021-22 and \$100,000 in 2022-23 in order to maintain fiscal solvency. Furthermore, it is recognized that a Board approved budget reduction list for 2020-21 and an implementation timeline will be included with the 45 -day revision or the 2020-21 First Interim Report.

WHEREAS, while these actions must be taken to maintain the fiscal stability of the district, the Board of Education will continue to make every effort to sustain a high-quality education program for

our students; and

NOW, THEREFORE, BE IT RESOLVED, if the fiscal condition further deteriorates, the district will implement at least \$100,000 in budget reductions and/or revenue enhancements in 2020-21, and a cumulative of \$200,000 in budget reductions and/or revenue enhancements in 2021-22 and 2022-23.

BE IT FURTHER RESOLVED, that the district will submit a detailed plan of budget reductions 2020-21, 2021-22 and 2022-23 and a timeline for implementation with the 2020-21 First Interim Report and an update on the 2020-21 Second Interim Report. This resolution becomes supplemental to the district's 2020-21 Adopted Budget.

PASSED AND ADOPTED by the Board of Trustees on June 16, 2020 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

STATE OF CALIFORNIA

COUNTY OF LOS ANGELES

I, _____, Clerk/Secretary of the Governing Board, do hereby certify that the foregoing is a full, true and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Clerk/Secretary of the Governing Board

Patricia Edwards, President
Steve Sonder, Clerk
Ryan Ralphs, Member

GORMAN JOINT SCHOOL DISTRICT

Johannis Andrews
Superintendent/Principal

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P.O. Box 104
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RESOLUTION # 19-19-20

BOARD OF TRUSTEES - ABSENCE

WHEREAS, Steve Sonder, a Governing Board Member for the Gorman Joint School District was unable to attend the Regular Board Meeting held on May 12, 2020.

WHEREAS, the absence(s) was due to illness, to activities related to duties as a Board Member or other acceptable reasons pursuant to Education Code 35120,

THEREFORE, BE IT RESOLVED, that Steve Sonder shall receive the full monthly stipend paid to Board Members for the month of May 2020.

PASSED AND ADOPTED this 16th day of June, 2020 by the Board of Trustees of the Gorman Joint School District.

Patricia Edwards, President